

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Personnel / Administrative Policies		P&P-D-106
Uniforms, Dress, and Insignia		
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I. POLICY

It is the policy of this Office that all commissioned, non-commissioned, reserve and volunteer uniformed members only wear approved Office uniforms and insignia. Uniform requirements are based on appearance, safety of member, and utility. No other law enforcement or security uniforms will be worn by any employee unless authorized by the Sheriff. It is the policy of this Office that all members wear the uniform and/or dress attire that is designated and authorized by their division and this Office.

Due to the nature of law enforcement, unforeseen emergencies may require commissioned members to act in an official capacity at any time. Therefore, commissioned members who are on duty or in training shall have the proper identification and equipment to perform the essential functions of their job.

Non-commissioned uniformed members will wear uniforms and shoulder patches that clearly distinguish them from commissioned members. Colorado Revised Statutes require the wearing of a name bar or tape on uniforms. The name bar or tape should always be on the outermost layer of clothing, so it is visible to the public. The member's badge number must be visible near the chest badge or on the name bar.

II. AUTHORIZED UNIFORMS

All uniformed members must maintain a Class A uniform and full duty (Class A) as they may be asked without notice to attend an event that requires it.

A. *Class A Uniform (long-sleeve)*, Commissioned:

1. Navy blue uniform shirt worn with a navy blue, breakaway tie, and approved tie tack.
2. Approved name bar, serving since pin and flag pin centered over right breast pocket.
3. Office approved metal badge over left breast pocket.
4. Office shoulder patches centered on top of each sleeve, one inch below shoulder seam.
5. Rank insignia as detailed in paragraphs V through IX.
6. Approved pins and bars.
7. No other pins or jewelry, unless authorized.
8. Four-year hash marks to be worn on bottom of left shirt sleeve.
9. Authorized and issued dress hat.
10. Black polished boots or patent leather shoes, without decoration.

B. Class B Uniform (*long-sleeve and short sleeve*), Commissioned:

1. Approved navy-blue uniform shirt worn with collar open and a black crew neck t-shirt, or an approved black long sleeve turtle-neck style shirt underneath.
2. Approved name bar, serving since pin and flag pin centered over right breast pocket. When approved, may be fabric (nametape) and will include badge number.
3. Office approved (metal or fabric) badge based on assignment over left breast pocket.
4. Office shoulder patches centered on top of each sleeve, one inch below shoulder seam.
5. Rank insignia as detailed in paragraphs V through IX.
6. Approved pins and bars.
7. On the long-sleeved shirt, four-year marks will be worn on the bottom of left shirt sleeve.
8. Black shoes or boots that comport with the uniform and that do not have oversize emblems or distracting stitching and accents. Shoes and boots that are black with muted features that retain professionalism are acceptable.

External Vest Carriers (EVC) are approved for wear with the Class B Uniform. All DCSO External Vest Carriers (EVC) must be from the approved vendor and Office issued. The EVC will be set up accordingly:

1. Velcro flex uniform sheriff's star with rank, Velcro flex nameplate with badge numbers, and Velcro flex U.S. Flag.
2. No exterior metal awards or designations
3. On the back panel of the carrier a placard "SHERIFF" – gold in color.
4. The following High-Speed Gear (HSGI) pouches are authorized to be worn on the EVC:
 1. Radio Holder
 2. Two, Single Cuff Cases (may be stacked)
 3. Baton Holder
 4. Tourniquet
 5. OC Holder
 6. Flashlight Holder
 7. Magazine pouch, holding a minimum of 2 spare magazines
If authorized and budgeted, DCSO will pay for the above pouches.
5. The following may be worn on the EVC:
 1. Taser 7 (required to be worn opposite side of gun hand)
 2. AR Magazine pouch (single)
 3. Narcan pouch
 4. EVC Medical Pouch (*see Medical Equipment Pouches*)

The position of all pouches on the EVC or Duty Belt shall not hinder the deputy's ability to deploy their service weapon with either hand.

6. Must be worn with an appropriate rigid approved gun belt with a heavy interlocking buckle (*cobra, ratchet, or similar*), with the following items secured to the gun belt and not carried on the EVC:

1. **Service handgun**

The approved base layer shirt with Office shoulder patches is the only authorized uniform shirt worn under the approved EVC. The base layer shirt is available in men's and women's shirt sizes, with both short and long-sleeved versions. Collar brass should be sewn on fabric patches.

An authorized base layer jacket also goes under the EVC and includes the Office shoulder patches.

Other EVC requirements:

- a) In skills training, the EVC may be worn so that training takes place with the equipment worn in the field based on current assignment.
- b) All uniformed members must maintain a **Class A** uniform and **full-duty belt** (Class A) as they may be asked without notice to attend an event that requires it or appear in court at any time.
- c) The EVC may be worn at off-duty jobs unless otherwise noted in the job posting or supervisor's orders.
- d) Only as part of an active threat response may the EVC be worn with pants that are not the authorized uniform/duty pant.
- e) The Sheriff and Undersheriff may authorize or prevent the wearing of an EVC for specific assignments or locations.
- f) If an EVC or the HSGI pouches are damaged as the result of legitimate actions while on duty, they may be replaced at the discretion of the Division Captain or equivalent.
- g) The EVC must be maintained appropriately, only worn as outlined in this policy, and look professional in appearance whenever worn. EVCs that are dirty, otherwise unkept, or worn outside of the guidelines may result in a violation of this policy.

Medical Equipment Pouches are approved to be worn with the Class B Uniform. The medical equipment pouches are separated into two options, a Belt Mounted Medical Pouch, and an External Vest Carrier Medical Pouch. These pouches are designed to carry lifesaving medical equipment.

Belt Mounted Medical Pouch:

1. A black colored pouch that is slim in nature but can still carry the necessary medical equipment.
2. It is mounted to the belt via molle or slid onto the duty belt and secured.
3. The contents of the pouch should be easily accessible /deployed by either hand, if needed.

External Vest Carrier Medical Pouch:

1. A black colored pouch that is slim in nature but can still carry the necessary medical equipment.
2. It is mounted to the External Vest via molle and secured.
3. The contents of the pouch should be easily accessible/deployed by either hand, if needed.

Note - Deputy Usage: If a deputy deploys and uses their own medical equipment, they must contact their immediate supervisor for replacements. The Office will only replace medical equipment if deployed and used for an incident. The Office will not replace personal items that are lost or stolen.

C. *Class C Uniform (Training Uniform)*, Commissioned:

1. Pants are Tru-Spec, 5.11, or like approved brand rip stop tactical style pants in either khaki, gray or blue in color.
2. Black or tan leather, synthetic, or nylon “tactical” type belt with an interlocking buckle (*cobra, ratchet, or similar*).
3. For commissioned members, one polyester (*dri-fit type*) navy t-shirt with screen print badge. One polyester (*dri-fit type*) navy long sleeve hoodie with screen print badge.
4. Deputies authorized to wear a training uniform for regular duty may wear a dark navy polo that is polyester (*dri-fit type*) approved by the Office with their training pants instead of a full uniform. Deputies that are authorized by their Division commander to wear this as a regular uniform will be issued this uniform instead of regular uniforms for the year, or a combination.
5. Training shirts will be tucked into the pants when worn.
6. Black, tan, or olive-green shoes or boots that comport with the training uniform and that do not have oversize emblems or distracting lettering and accents. Shoes and boots that are black, tan, or olive-green with muted features that retain professionalism are acceptable.

All members attending authorized Office training may wear their **Class C Uniform** or casual business attire in lieu of the training uniform. The goal is to remain respectable as a member of this Office while representing the Sheriff. If a member attends a training class not instructed by DCSO staff they can wear the attire, they deem appropriate for that class.

Members should be dressed appropriately for any training and should not wear torn, tattered, inappropriate, or offensive clothing to other members or the public. **No compression or stretch pants may be worn unless layered with other permissible clothing. Jeans or shorts are not authorized to wear to training.** Members should also not wear clothing or accessories that could cause injury to themselves or others during practical exercises. Members should dress professionally in conjunction with the training given.

D. Authorized Special Uniforms:

1. **Honor Guard Uniform (Commissioned):**
 - a. Honor Guard Jacket with yellow shoulder cord.
 - b. Honor Guard trousers.
 - c. Approved name bar and serving since pin and US Flag pin
 - d. Leather gear in high gloss (belt, mag pouch, holster, handcuff case, Sam Browne strap)
 - e. Authorized and issued black felt campaign hat.
 - f. High gloss, low quarter dress shoes without decoration.
 - g. No other pins or jewelry unless authorized.
 - h. White parade gloves
2. **Special Assignment Uniform:** The Sheriff may approve alternative uniforms for special assignments, i.e., Bomb Team, SWAT, SORT, K9, Hazmat, and Wildland Hand Crew. Uniform changes may be allowed for special assignments (example: resident district one (1) deputies, but only as authorized by the Sheriff.
3. **Special Events Uniform:** Is authorized for wear at the Renaissance Festival and any other events authorized by the Sheriff. This uniform is purchased at the member's expense. This uniform consists of navy blue BDU style tactical pants or navy blue BDU style tactical shorts. The shirt shall be a navy-blue polo style authorized by the Sheriff for purchase through the Douglas County Deputy Sheriff's Association. No pins or rank insignia are worn on the shirt. The undershirt shall be a black crew neck t-shirt or black shirt.
 - The Sheriff has authorized the polo style shirt to be worn with the navy blue BDU style tactical pants for certain off duty jobs at the direction of the Douglas County Deputy Sheriff Association. This includes road construction jobs for traffic control. These jobs are contracted through the Douglas County Deputy Sheriff's Association (DCDA). The deputy must still wear a duty belt with all the required equipment with this uniform. No other exceptions are allowed without permission.
4. **Bicycle Uniform:** Refer to [*P&P-S-109 – Bicycle Unit*](#) – for appropriate uniform requirements for the Bicycle Unit.

F. Detention Specialist Class A Uniform (long sleeve)

1. French Blue uniform shirt worn with a navy blue, breakaway tie, and approved tie tack or bar.
2. Approved name bar, serving since and flag pins centered over right breast pocket.
3. Office approved cloth badge over left breast pocket.
4. Office patches centered on the top of each sleeve, one inch below shoulder seam.
5. Approved pins.
6. No other pins or jewelry authorized.
7. Black boots or dress shoes that do not have a variation of color or design.

G. Detention Specialist Class B Uniform (long-sleeve and short-sleeve)

1. Approved French Blue uniform shirt with collar open and a navy-blue crew neck t-shirt.
 2. Approved name bar, serving since and flag pins centered over right breast pocket.
 3. Office approved cloth badge over left breast pocket.
 4. Office patches centered on the top of each sleeve, one inch below shoulder seam.
 5. Approved pins and bars.
 6. Grey fleece zip up sweater with approved cloth breast patch.
 7. Black shoes or boots that comport with the uniform and that do not have oversize emblems or distracting stitching and accents. Shoes and boots that are black with muted features that retain professionalism are acceptable.
- H. Community Safety Volunteer **Class A Uniform** (long-sleeve)
1. French blue uniform shirt with CSV breast patch and CSV shoulder patches worn with a black, breakaway tie and approved tie tack or bar.
 2. Approved name bar, serving since and flag pins centered over right breast pocket.
 3. Approved pins.
 4. No other pins or jewelry authorized.
- I. Community Safety Volunteer **Class B Uniform** (long-sleeve and short-sleeve)
1. French blue uniform shirt with CSV cloth breast patch and CSV shoulder patches, collar open with a navy-blue crew neck t-shirt or a navy-blue short sleeve shirt, navy-blue long sleeve underneath, or an approved navy-blue long sleeve turtle-neck style shirt.
 2. Approved name bar, serving since and flag pins centered over right breast pocket.
 3. Approved pins and bars.
- J. Community Safety Volunteer **Class C Uniform** (*Training Uniform*)
1. Black polo (or approved color) with khaki BDU's as approved.
- K. Civilian Members.
- Civilian members who do not regularly interact with the public outside the office can wear either casual business attire, or a navy polo (purchased by the Sheriff's Office) with "Douglas County Sheriff's Office" on the left breast. No official badge or Sheriff's star is to be worn on the clothing of a civilian member other than the Community Safety Volunteers. This does not include the standard Sheriff's merchandise sold in the Deputy Sheriff's Association store at headquarters. The polo may be worn with conservative and serviceable full-length pants of any make, to include jeans that are free of noticeable imperfections, holes, stains, or other damage. Civilian shoes are to be of conservative colors and fashion that are in good condition. Faded, discolored, stained, or worn looking shoes are not to be worn. Conservative tennis shoes can be worn with jeans. Professional looking sandals can be worn, except in assignments wear an open toe shoe would be hazardous (flip-flops are not allowed). Compression pants or tights when not layered with other clothing or sweatpants are not acceptable. Due to the unlimited nature of possible clothing decisions that a member may make under this policy, supervisors will have the responsibility for monitoring compliance with the

spirit of this policy, which is to provide a comfortable uniform to the member while maintaining a less formal, yet professional image.

L. Office Approved Pants

1. Navy blue with or without internal cargo pockets for, Class A or B uniform.
2. Class B pant, 5.11 Apex pant in dark navy (*or GOP approved replacement based on fit*).
3. Special teams' uniform pants may be authorized by the Sheriff (i.e., Bomb Team, SWAT, SORT, SDU, and K9).

M. Shoes or Boots

1. Black (with a shine) with round toes and no decorative stitching, or as approved (Class A).
2. Black shoes or boots that comport with the uniform and that do not have oversize emblems or distracting stitching and accents. Shoes and boots that are black with muted features that retain professionalism are acceptable and require black colored socks (Class B).
3. Black, tan, or olive-green shoes or boots that comport with the training uniform and that do not have oversize emblems or distracting lettering and accents. Shoes and boots that are black, tan, or olive-green with muted features that retain professionalism are acceptable and require black or like colored socks if low-quarter shoes are worn (Class C).
4. The Special Events Uniform requires black socks and black shoes. If the member wears shorts, the socks must be a low-cut style, and the shoes must be an athletic style with conservative design and markings.

N. Duty Belt

Class A Uniform Leather or leather like law enforcement duty belt or the Gould and Goodrich Ergonomic Belt System. The Duty Belt and its accessories shall be of the black basket weave style. All metal buckles and fixtures shall be gold or black. The following accessories may be attached to the belt:

1. Approved holster, (with level I or level II both with mechanical retention) worn on strong hand side. No cross-draw, swivel, or flap-type. May be flat black or basket weave.
2. Handcuff case.
3. Expandable baton holder (if authorized).
4. Magazine pouch, front of the belt holding a minimum of 2 spare magazines.
6. Belt keepers – must be either Velcro or snaps (snaps can be gold or black colored if they are not hidden snaps).
7. Aerosol OC spray container (if authorized).
8. Electronic Control Weapon holster, either the manufacturer-supplied or the Blade Tec Holster (flat black)
9. Approved Narcan pouch.

Class B Uniform

1. Leather, leather-like law enforcement duty belt, or the Gould and Goodrich Ergonomic Belt System. All metal buckles and fixtures shall be gold or black. If this first option is chosen, the Duty Belt and its accessories must be the same as the Class A Uniform Duty Belt.
 - a. Approved holster, (with level I or level II both with mechanical retention) worn on strong hand side. No cross-draw, swivel, or flap-type. May be flat black or basket weave.
2. The second option for the Class B Uniform Duty Belt may be a GOP approved nylon duty belt. This will be a two-inch outer belt with an inner belt. All of the attached accessories on the belt must GOP approved and be black in color.

The following accessories may be attached to the belt:

1. Approved holster, (with level I or level II both with mechanical retention) worn on strong hand side. No cross-draw, swivel, or flap-type. May be flat black or basket weave. No cross-draw, swivel, or flap-type or holster will be authorized.
 - a. A thigh strap (not thigh rig) woven into the firearms holsters UBL (Universal Belt Loop) which safely secures the holster to the leg. The thigh strap must be black in color and have a secure buckle.
2. Handcuff case.
3. Expandable baton holder (if authorized).
4. Magazine pouch, front of belt holding a minimum of 2 spare magazines
6. Belt keepers – must be either Velcro, or snaps (snaps can be gold or black colored if they are not hidden snaps). The approved nylon duty belt does not require belt keeps by design.
7. Aerosol OC spray container (if authorized).
8. Electronic Control Weapon holster either the manufacture supplied or the Blade Tec Holster (flat black and not basket weave).
9. Approved Narcan pouch. <41.2.8>

O. Hats

Only approved hats will be worn with Sheriff's Office uniforms.

1. Black eight-point duty cap with medium blue soutache may be worn with Class A and B uniforms. Command staff duty caps shall have a gold band and a gold bullion visor. Clear rain cap covers may be worn during inclement weather.
2. Black watch cap. This cap may be worn during cold weather.
3. Approved baseball-style caps (black with an embroidered badge on the front, purchased from the DCSO store) may be worn by:
 - a. Members of the Motorcycle Unit (Only during work or training days assigned to a motorcycle.).
 - b. Commissioned members during special events or assignments while spending extended periods of time outside during the day.
 - c. Commissioned members may wear approved baseball-style caps while outdoors to protect against the elements (sun or rain/snow).

- d. Commissioned members while wearing a training or instructor uniform during training conducted outside at the Highlands Ranch Training Facility (caps shall not be worn in the classroom).
- e. Community Safety Volunteers (CSVs).

Baseball caps must be worn with the bill facing forward. They are provided to Firearms Instructors and members of the Motorcycle Unit. Otherwise, the employee must purchase the caps.

P. Office Approved Jacket

- 1. Office patches centered on top of each sleeve, one inch below shoulder seam.
- 2. Sergeant rank stripes on sleeves.
- 3. Cloth rank insignia for lieutenant and above to be worn on outer edge of epaulets.
- 4. Name tape is required to be worn above right pocket.
- 5. No other chains, pins or jewelry are authorized.

Q. Office Approved Sweater

- 1. The GOP approved sweater in black.
- 2. The sweater must have a cloth breast patch and name tag sewn on.
- 3. Sergeants and Corporals shall have rank insignia sewn on sleeves.
- 4. Lieutenants and above shall have rank insignia sewn on outer edge of epaulets.

R. Office Approved Helmet

- 1. The office-approved helmet is the black ballistic helmet level 3A. This helmet is rated for ballistic protection and is not rated for crash protection or rated for wear as a motorcycle helmet.
- 2. This helmet is strongly encouraged to be worn on known armed situations or like circumstances.

S. Other Approved Uniform Equipment

- 1. Office may approve a jumpsuit when needed.
- 2. Office may approve a helmet for use in appropriate emergency situations.
- 3. Office may approve inclement weather clothing and equipment when necessary.

T. Business Attire

Members who are authorized and generally wear business attire as their duty clothing (investigations, etc.) will dress in proper attire. Business attire for a male member is a slacks, and a conventional shirt with a collar to allow a tie to be worn (a coat and tie should be worn in the appropriate situations). Business attire for a female member consists of a dress, a dress suit, skirt and blouse, pants suit, or a blouse and pants or slacks.

Casual business attire for a male member consists of a shirt with collar and slacks. Casual business attire for a female member consists of blouse and slacks, pants suit, skirt and blouse, or a dress. No t-shirts or shorts are authorized. (Exceptions for shorts are listed below.)

An executive officer can authorize casual business attire for positions that have no contact with the public. Executive officers may also authorize the wearing of polo shirts and appropriate slacks in certain jobs. When members are required to appear in court, they may either wear their Class A or B uniform or wear proper business attire to include a coat and tie for males.

U. Apparel / Jewelry

When wearing the uniform, office members may only wear authorized uniform apparel and jewelry. No part of the uniform will be worn unless the complete uniform is worn. Members of this office are authorized to wear only one ring per hand, and it must be appropriate in design, and consistent with the business standards set forth by this Office. Unless working in an undercover capacity, members of this Office shall not wear jewelry on one's head, to include the member's tongue and/or any facial piercing. Enlarged ear piercings (gauges) are prohibited and are not considered earrings.

1. Exceptions:

- a. Women (uniformed) are authorized to wear one small (5mm or less in diameter) spherical, conservative, diamond, or other gem, gold, white pearl, or silver pierced earring per earlobe. The earrings must match. Earrings are defined as having a 22 gauge or smaller wire that is attached to some sort of an ornament that has a clasp behind the ear.
- b. Non-uniformed female members are authorized to wear up to two conservative earrings in the lobe area of each ear and the earrings must match.

V. Responsibility for Appearance <26.1.1>

The Office will permit as much discretion as possible as long as it is in compliance with the standards set forth by this Office. Each member will be responsible for their own personal appearance and grooming habits. All members are required to bathe regularly and use deodorants and antiperspirants to maintain a high level of personal hygiene and keep body odor to an undetectable level. Male members shall keep their fingernails short and neatly trimmed and devoid of any color, designs, or adornment. Female members fingernails shall not be of a length or design that would preclude the member from completing their assigned duties. Examples include donning protective equipment, or the manipulation of job-related equipment. Nails must be conservative in color and design. Regarding make-up, male members shall not wear make-up, and female members may wear make-up that blends naturally with the tone of the skin. Lipstick of a conservative hue is authorized for female members of this Office. It is the responsibility of the member's supervisor to bring any deficiencies to that member's attention for correction.

III. HAIR, MUSTACHES, BEARDS, BODY ART <26.1.1>

- A. Member's hair styles shall be maintained in a conservative fashion and will reflect the standards of this Office. Male members' hair shall not extend below the top of the shirt collar and sideburns shall not be worn below the ear lobe or be flared. Male members may not dye their hair in non-conservative, or in non-naturally occurring colors.

- B. Female members shall wear their hair in a well-groomed manner. <26.1.1> Uniformed female members may only have hair at shoulder length (not below the back yoke of the uniform shirt). Uniformed female members hair that exceeds shoulder length must be restrained back but still must not go below the yoke line. Any hair restraint devices used, as well as the style in which the hair is restrained, must be conservative in nature. Female members may not dye their hair in non-conservative, or in non-naturally occurring colors. An executive officer may authorize exceptions to this rule for special assignments.
- C. Commissioned: All male members may have a mustache and it shall be neatly trimmed and will not extend below the corners of the mouth by more than a ¼ of an inch or extend beyond the corners of the mouth or by more than a ½ an inch horizontally to include turned up at the ends.

The wearing of beards is permitted while in the uniform. If wearing a beard, it will not be more than one-quarter inch in length, (this does not pertain to special / undercover assignments) and must be “shaped and trimmed” around the neckline while representing this Office. This also means the areas where the beard or mustache is not growing need to be clean shaven before every shift. Members in undercover assignments may grow longer beards with their supervisor’s approval. These guidelines are established to present a favorable image to the public, as well as require a style that is safe for the member. Facial hair, especially beards as an example, can interfere with obtaining a proper seal on a SCBA mask, or a gas mask, which all first responders are issued. Male members may not dye their beards or mustaches in non-conservative, or in non-naturally occurring colors.

Non-Commissioned: Non-uniformed civilian staff and Community Safety Volunteers may wear neatly trimmed beards if the beard does not preclude the member from completing their assigned duties. Examples include donning protective equipment, or the manipulation of job-related equipment. If wearing a beard, areas where the beard or mustache is not growing need to be clean shaven before every shift. Members may not dye beards or mustaches in non-conservative, or in non-naturally occurring colors.

The Sheriff may make exceptions to this policy periodically for special events and/or philanthropic purposes.

- D. Body Art: Includes tattoo(s), brand(s), intentional scarring, self-mutilation, artistic skin separations and dental ornamentation.

Body art is prohibited on the head, face, hands and fingers. If a member has been hired that already had body art on their head, face, and fingers the Sheriff or Undersheriff will determine if the member must cover the body art. No members already employed at the Sheriff’s Office can add new body art to their head, face, neck, hands or fingers.

Both Civilian and commissioned members that have body art that is not covered by the natural lines of the uniform or civilian clothing are considered to have “visible body

art,” and shall register their visible body art with this office. Natural lines of the uniform means no body art is visible while wearing a uniform or civilian clothing with a short sleeve shirt and long pants. Registration of visible body art will consist of a confidential memorandum from the member through their division captain to their respective bureau chief describing the location, nature, and approximate size of the body art. A drawing or picture of the body art is preferred. Members that fail to register visible body art will be subject to disciplinary action.

If a new or existing member already has body art that is determined to be offensive and it can be covered by a long sleeve uniform or civilian shirt or long pants, the member must wear the long sleeve shirt and long pants to cover the offensive body art while on duty. A member may also wear a colored commission or other type of tattoo sleeve cover. If the member has body art on either leg, they may not wear uniform shorts unless, the uniform shorts covers the body art entirely.

Members intending on adding new visible body art, or intending on adding to existing visible body art, shall seek approval prior to applying the new body art. Members must submit a confidential memorandum through their division captain to their respective bureau chief describing the location, nature and approximate size of the visible body art desired. A drawing or picture of the body art is preferred. The captain and bureau chief will determine if the body art is or is not offensive. If the art is considered offensive by them, the member’s memo and artwork will be forwarded to the Undersheriff and Sheriff for final determination of approval or denial of the visible body art. Once the body art is approved or denied the member will receive a memo from the bureau chief notifying them of the outcome of the decision. Members who fail to seek approval for new or added visible body art or obtain visible body art that does not conform to this policy, are subject to discipline up to and including termination.

Examples of offensive body art include but are not limited to those that:

- a. are gang related,
- b. are sexually suggestive,
- c. are vulgar,
- d. advocate hatred or ridicule toward racial groups, ethnic groups, religious groups, sexual orientation or are discriminatory.
- e. undermines the agency’s vision, mission, and values.

The Sheriff shall have the final authority in determining if the visible body art is offensive.

Besides the uniform or civilian clothing, no items may be worn to cover offensive body art including gloves, turtlenecks in hot weather, or colored gauze sleeves or other type of tattoo sleeve covers except, small areas of body art visible on the neck, wrists or hands may be covered by an adhesive bandage.

Split or forked tongues are considered offensive body art and are prohibited.

E. Dental Ornamentation

The use of gold, platinum, silver, or other veneer caps for the purpose of ornamentation is prohibited. Teeth, whether natural capped, or veneered, shall not be ornamented with designs, logos, jewels, initials, etc.

IV. REQUIRED EQUIPMENT TO BE CARRIED ON-DUTY

Commissioned members on-duty, unless authorized otherwise, shall carry the following equipment:

A. Uniformed Duty: Authorized Uniform

1. Authorized and registered service weapon with holster and a minimum of 12 extra rounds of authorized ammunition (in two magazines) in the appropriate magazine holder attached to the duty belt. Cross-draw, swivel, and clamshell holsters are not approved.
2. Handcuffs, case, and handcuff key. Approved name brands are Smith and Wesson, Peerless, and Hyatt. Handcuffs will not be hinged.
3. Flashlight, pack-set, and holder.
4. Notebook and pen.
5. Office identification, badge, Flag Pin, and uniform name bar with serving since pin, gold in color.
6. ASP F26B Baton with a black chrome finish and holder, or hardwood or high-impact plastic baton (see P&P-B-107 for further details) (optional).
7. Taser.
8. Utility Knife and/or utility tool (e.g., Leatherman multi-purpose tool). A utility knife is defined as a knife with a blade length of no more than 3.5 inches. The carrying of knives while in uniform is an issue of concern due to officer safety (retention) and the responsibility to maintain a professional image. Utility knives or other cutting instruments may be worn on the duty belt if carried in an enclosed black basket-weave case or in a case underneath the duty belt. Utility knives and other cutting instruments may also be carried in a pant pocket or elsewhere on the body out of view of the public except that a utility knife with an attached retention clip-type holder may have the clip portion exposed. This policy does not apply to the uniforms worn by special teams such as the S.W.A.T. and Bomb Teams. Any supervisor has the authority to order the removal of a knife or cutting instrument or any other item from the duty belt or person of any member if in the supervisor's opinion the method of carrying is unprofessional or is a safety concern.
9. OC (pepper spray) holder, black basket weave in design (optional).
10. Department-purchased personal soft body armor vest. **All commissioned members are required to wear body armor while in uniform and while performing job related functions in the public, the courts, and the jail environment. This includes all extra duty assignments.** For plainclothes commissioned members if a vest is not worn one must be immediately available. All commissioned members must wear body armor during a raid or other pre-planned, high-risk situations. This includes but is not limited to a pre-planned warrant execution, pre-planned high-risk warrant arrests and pre-planned drug raids. <41.3.5><41.3.6> Each deputy has been issued a ballistic helmet and is strongly encouraged to wear this protective piece of equipment during these situations as well.

B. Commissioned Proper Business Attire On-Duty

1. Authorized and registered service weapon with a minimum of 6 extra rounds of approved ammunition. The weapon is to be holstered and ammo to be in an appropriate holder.
2. Handcuffs and key.
3. Writing instrument.
4. Office identification and badge in a holder.

V. OFFICE INSIGNIA

The following rank insignia are authorized for commissioned members of this Office (see Illustration A).

FTO.....	FTO Stripe Patch
Corporal.....	Corporal Stripes
Sergeant.....	Sergeant Stripes
Lieutenant	Single Bar (gold)
Captain	Double Bar (gold)
Bureau Chief	Two Stars (gold)
Undersheriff	Three Stars (gold)
Sheriff	Four Stars (gold)

VI. SHERIFF’S OFFICE BADGE

- A. The approved Sheriff’s Office badge will be worn over the left breast pocket.
- B. Badge Shrouding

Wearing a shroud over law enforcement badges has become customary when a commissioned law enforcement officer has been killed in the line of duty.

The Sheriff may authorize members to wear shrouds across their badges in the following circumstances:

- Upon the line-of-duty death of a commissioned member of the Office. The mourning band should be worn for a period of thirty days from the date of death.
- Upon the line-of-duty death of a peace officer serving another Colorado jurisdiction. The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
- Upon the death of a commissioned member who dies while taking appropriate police action “off duty” (considered a line-of-duty death for purposes of this policy). The mourning band will be worn from the date of death and removed at the conclusion of the day of burial.
- Upon the death, not deemed line of duty, of a member for whom the Office desires to mourn. The shroud will be worn during the day of the funeral or memorial service.
- National Peace Officers Memorial Day (May 15th).
- The day of any memorial service honoring law enforcement officers who have died in the line of duty, or when special circumstances dictate that the Office makes a display of official mourning.

The shroud shall be worn across the badge from 11 to 5, as if looking at the face of a clock (\\).

It is permissible to shroud the badge on marked patrol cars in the same fashion and for the same period of time as described above.

VII. WEARING OF RANK INSIGNIA

- A. Rank insignia will only be worn by personnel when in uniform. Rank insignia for lieutenants through Sheriff will be worn on each collar (see Illustrations B & C). Personnel with designated stripes or chevrons will wear insignia on each sleeve of the uniform.
- B. Rank insignia will be sewn on jacket epaulets (lieutenants and above), and rank insignia for sergeants and above will be worn on the sleeves for sweaters.

VIII. WEARING OF SERVICE HASH MARKS

Wearing of the service stripe by all commissioned personnel shall be by the following guidelines: The service stripes consist of a gold stripe on a dark blue background. Each stripe represents 4 (four) years of completed full-time commissioned active service in U.S. law enforcement to include verified military police duty (as primary duty). The stripes will be worn on the left sleeve of the Class A uniform, 1 (one) inch above the cuff, and on the crease. The wearing of service hash marks is mandatory.

IX. PINS

A. Mandatory Pins and Placement

- 1. Name Bars - Members of this Office shall always, while in uniform, display name bars reflecting the full last name and the first two initials of the wearer.
 - a. Name bars shall be made of metal (may be cloth nametape for Class B). All lettering on bars shall be one quarter of an inch high and one eighth of an inch wide. Letters shall be black on a gold background.
 - b. Name bars shall be worn parallel to, centered on and directly above the top of the right breast pocket, on the uniform shirt and jacket.
- 2. Serving Since - 'Serving since' bars shall be worn by all commissioned personnel and uniformed non-commissioned personnel, including detention specialists and the community safety volunteers. It will be worn only on the uniform shirt, directly below the name bar. It will not be worn on jackets. The 'serving since' date will be determined by the employee's earliest date of continuous employment with Douglas County Government, including appointment as a reserve deputy sheriff.
- 3. American Flag pin - Highest pin above name bar on uniform shirts.
- 4. All other approved pins are not mandatory.

B. Placement of Non-Mandatory Pins

The rectangular award and service pins, including Medal of Valor, Meritorious Conduct, Life Saving, Purple Heart, FBI National Academy, FTO, SRO, etc. shall

be worn directly above the name bar when worn with another pin on the same row (see [P&P-D-102 Medal of Valor and Other Meritorious Awards](#) and Illustration E below for correct order). If the wearer has an odd number of pins, the odd pin shall be stacked in the center and directly below the Flag Pin. Other pins, such as Former SWAT, Negotiator, SDU, Traffic/Motor Officer, CIT, Bomb Team, Military Service, and National Law Enforcement Memorial pin, etc. will be worn as outlined in Illustration D below. Former special team members may not wear a pin if they were removed from the team as a result of discipline or removed from the team at the direction of the executive officer or division commander.

By Order of the Sheriff

ILLUSTRATION A

Rank Insignia

Corporal: Two Chevrons



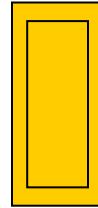
FTO: One Chevron, FTO



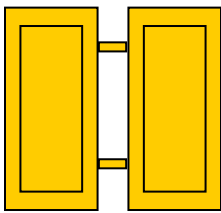
Sergeant: Three Chevrons



Lieutenant: Gold Bar



Captain: Double Gold Bars



Bureau Chief Two Gold Stars



Undersheriff: Three Gold Stars



Sheriff: Four Gold Stars



ILLUSTRATION B

CLASS B UNIFORM SHIRT

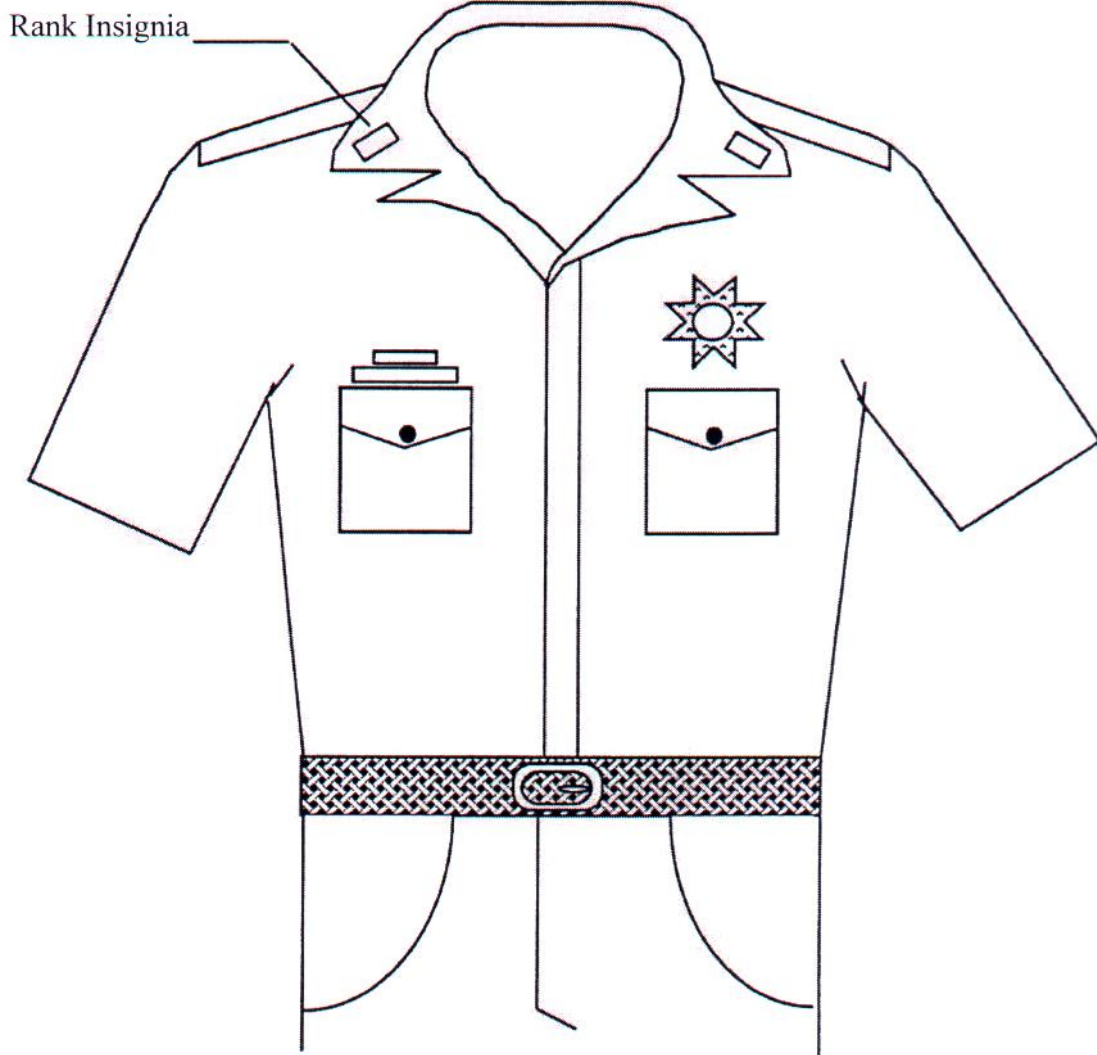


ILLUSTRATION C

CLASS A UNIFORM SHIRT

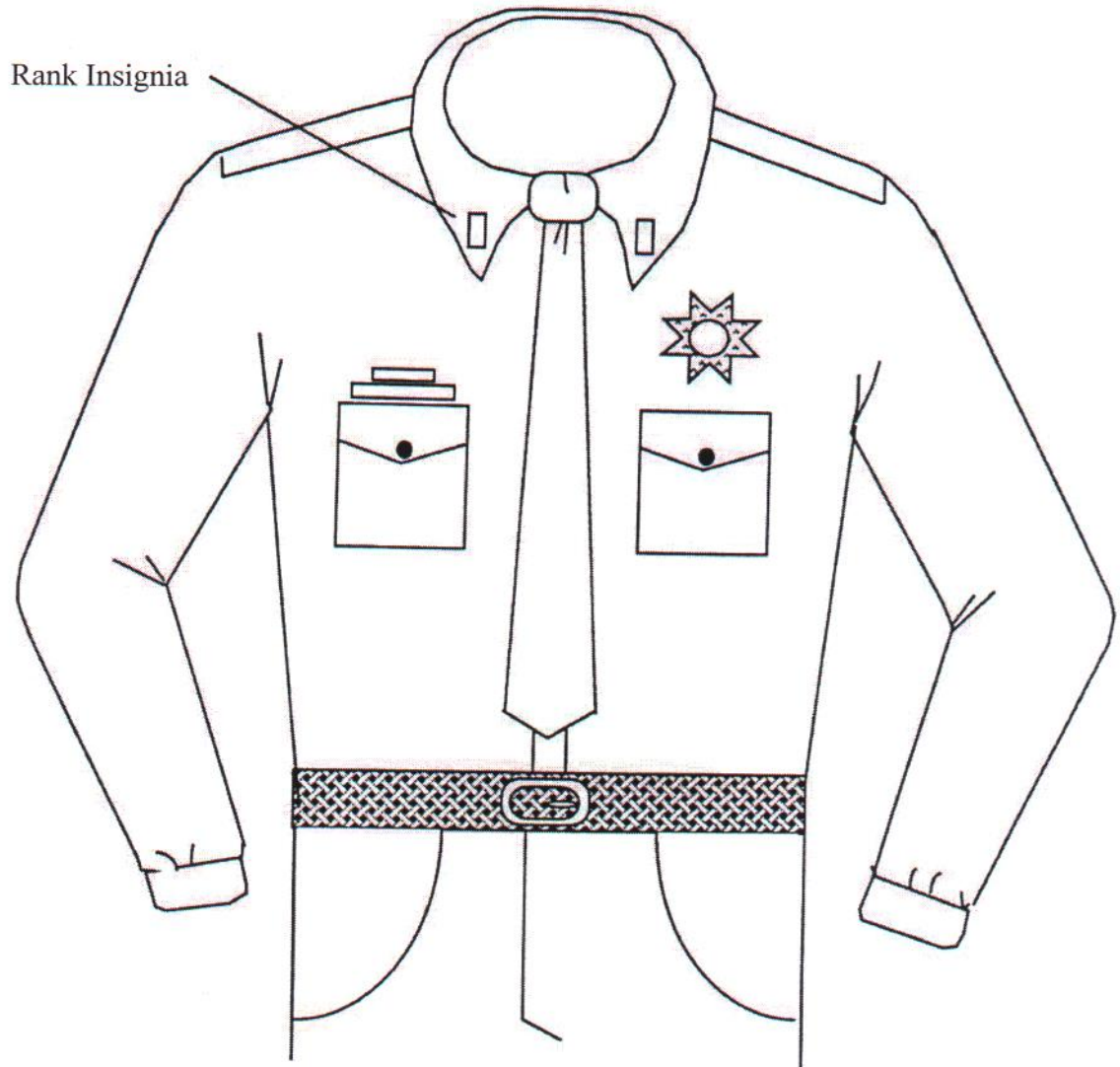
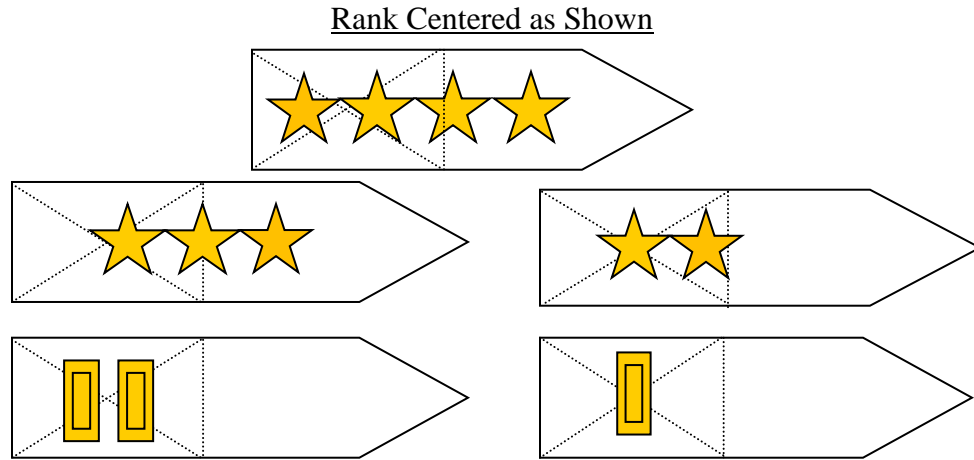
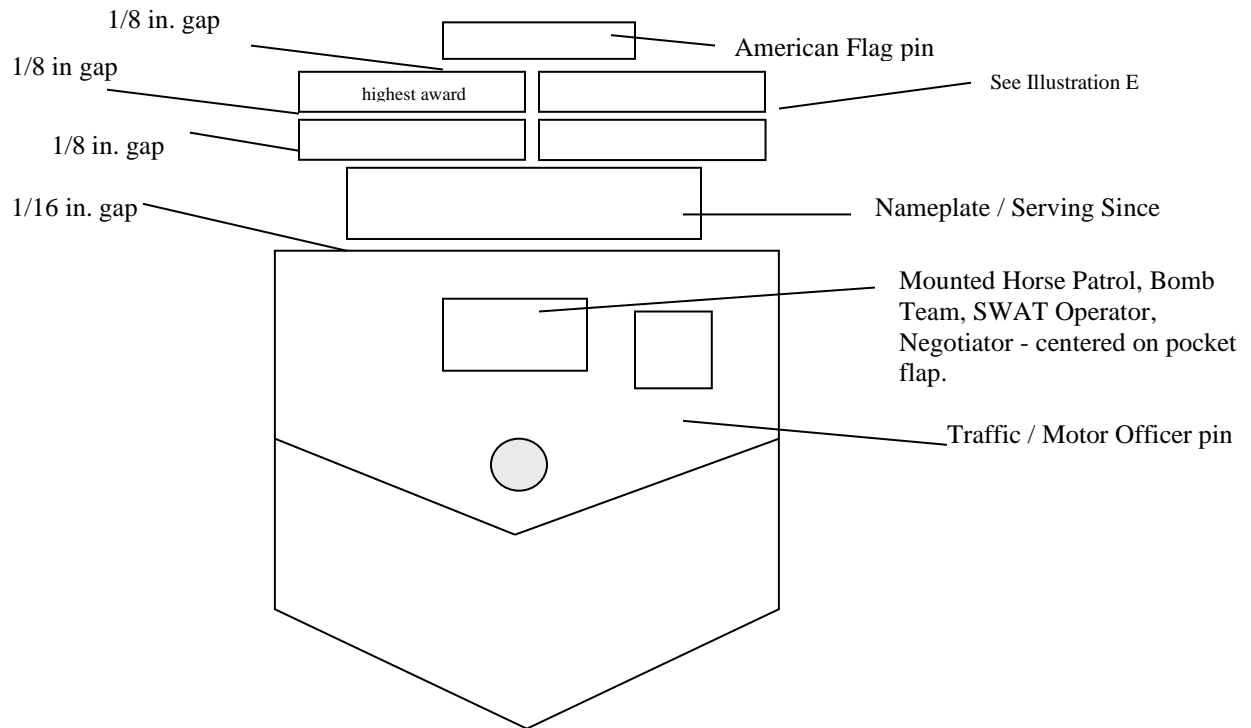


ILLUSTRATION D

Shoulder Epaulet for Uniform Jackets and Sweaters:

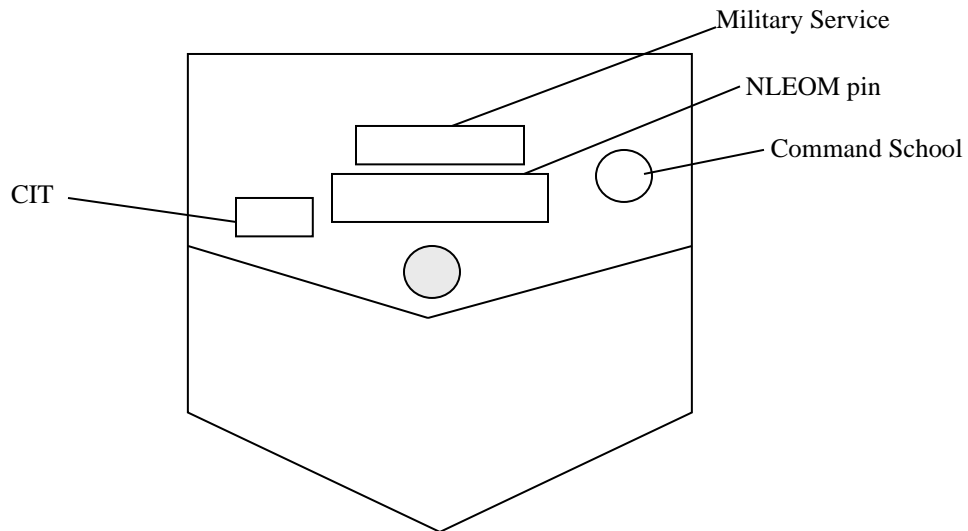


RIGHT SIDE POCKET / FLAP



Large Special Teams pins: Due to pin size, the Bomb Team / Horse Patrol and Traffic / Motor Officer pins are worn on the pocket flap. 'Meritorious Service' Special Team pins awarded to members who are no longer active team members are worn above the name bar.

LEFT SIDE POCKET / FLAP



Military Service pin: Worn centered on the pocket flap.

NLEOM pin: Worn on the pocket flap centered under badge.

CIT pin: Lower right-hand corner of the pocket flap.

CSOC Command School pin: Lower left-hand corner of the pocket flap.

ILLUSTRATION E

AUTHORIZED UNIFORM PINS
(Pins shown actual size)

RIGHT SIDE POCKET / FLAP

Pins worn above the right side pocket flap:



American flag (top)

(Pins this side shown in order.)



Medal of Valor



Purple Heart



Meritorious Conduct



Life Saving



Sheriff's Cross



Meritorious Service



Sheriff's Commendation



FBI National Academy



Field Training Officer



School Resource Officer



Special Management Unit



Instructor



Honor Guard



Special Weapons and Tactics



Deputy of the Year



Civilian of the Year



Volunteer/CSV of the Year



Special Deployment Unit



Special Operations Response Team



Hazmat



Canine Deputy



Peer Support Advisor



Northwestern SPSC



Explorer Advisor



Supervisor of the Year



Security Threat Unit



Y.E.S.S.



Law Fit



PIO



300+ Law Fit

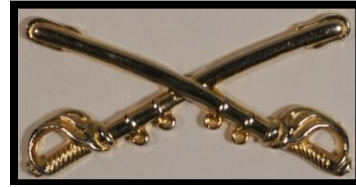


Service Since bar

** Worn in the center of right pocket flap -*



Bomb Team



Mounted Horse Patrol



SWAT Operator



SWAT Senior Operator



SWAT Master Operator



Negotiator



Wildland Fire Handcrew

** Worn on the left side of right pocket flap*



Traffic Officer



Motorcycle Officer

LEFT SIDE POCKET FLAP

Pins worn on the left side pocket flap:

** Worn on the right side of left pocket flap—*



Crisis Intervention Team

** Worn in the center of left pocket flap -*



Military Service – General or Branch Specific (as issued)



National Law Enforcement
Officers Memorial pin

** Worn on the left side of left pocket flap -*



CACP-CSOC Command School



Honor Guard Member