



Pueblo County Sheriff's Office <b>General Order</b> Policies and Procedures Manual	
Pueblo County Sheriff's Office <b>Section 4</b>	
Part 7	Subject: Uniforms and Dress
Related CALEA Standards: 22.1.8 22.2.5, 26.1.1, 41.3.4, 41.3.5, 41.3.6	
CALEA COMM Standards: 1.1.7, 3.6.1, 3.6.2	

### Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected with the wearing of uniforms and proper dress is delegated to the captain of each division who answers to their respective bureau chief.

### Purpose

To establish the standard manner to wear the uniform and accoutrements of the Pueblo County Sheriff's Office throughout the respective bureaus.

### Uniforms and Dress Policy

It is the policy of this office that all commissioned members wear the uniform of the Pueblo County Sheriff's Office, unless otherwise authorized by the sheriff. The uniform requirements are based on appearance, safety of the officer, and utility.

No other law enforcement uniform will be worn by any regularly employed commissioned personnel of this office. This policy is applicable for all bureaus, divisions, sections, and auxiliary support groups of the organization. <COM 3.6.2>, <22.2.5>, <26.1.1>

### Procedure

The sheriff's office will permit as much discretion as possible to each member of the department in selecting and wearing the appropriate attire while conducting sheriff's office business. This is dependent upon the cooperation and sound judgment of the personnel of the sheriff's office.

Each member will be responsible for his or her own personal appearance and grooming habits. It is the responsibility of the supervisory staff to denote and correct any deficiencies in this area. Any personal equipment or clothing items must be approved by the member's supervisor prior to using/wearing except for emergency circumstances.

The sheriff wishes to recognize seniority for deputies serving in the office. Implementation of "hash marks" for members of this office who are required to wear class A uniforms are described.

Hash marks will be provided from quartermaster and worn by deputies on their long sleeve class A shirt. One hash mark will represent four years of service with the Pueblo County Sheriff's Office or other law enforcement agency provided the member served in a POST certified capacity at the prior agency.

The hash marks will be worn on the deputies left shirt sleeve on the inside shirt crease, two inches above the cuff seam. For members with more than one hash mark, they will ascend in line toward the Sheriff's Office patch on the crease.

For members with 5 or more hash marks, they will be placed at the cuff seam. Quartermaster will confirm seniority with Pueblo County Sheriff's Office Human Resources prior to issuance. Members will sign an acknowledgement form.

All allocations of equipment and recognition material will be noted in the member's official quartermaster file located in the Property and Evidence / Quartermaster-Office Supply Section.

For purposes of calculation seniority regarding hash marks only, the process includes beginning with the first day a member was issued Class A apparel.

It is inclusive of time served even as a Reserve, Resource Pool, or other affiliation with the Pueblo County Sheriff's Office, where a uniform of deputy sheriff was officially bestowed. For purposes of verification, Human Resources must have present official documentation of such. In lieu of such official documentation, hash marks may only be issued as to the date of the first official documentation officially on file.



The following are Pueblo County Sheriff's Office authorized uniform: **<COMM 3.6.1 3.6.2> <26.1.1>**

**Class "A" Uniform. Summer** - short sleeve blue uniform shirt, blue dress uniform pant, patrol windbreaker or patrol jacket or patrol raincoat. Winter - long sleeve blue uniform shirt, blue dress uniform pants, tie or turtleneck / mock turtleneck shirt, and sweater or patrol windbreaker jacket or patrol raincoat. An open uniform shirt collar requires cover in the form of a black t-shirt on the short sleeve and the long sleeve uniform shirt.

A Pueblo County Sheriff's Office ballcap, issued through the quartermaster, may be worn, with Class "A" short or long sleeve uniform. When in Class "A" long sleeve uniform, with a tie, wearing of any ballcap is prohibited, however authorized uniform hats (Sheriff style) will be issued.

**Class "B" Uniform.** (Note: May only be worn if authorized by the respective bureau captain.) Summer - short sleeve polo shirt, authorized BDU pant, patrol windbreaker or patrol jacket or patrol raincoat. Winter - long sleeve polo shirt or turtleneck / mock turtleneck, authorized BDU pant, sweater or patrol windbreaker or patrol jacket or patrol raincoat. An open collar requires cover in the form of a black t-shirt where applicable.

Deputies assigned to Colorado State University-Pueblo (CSU-P), are authorized to wear embroidered short/long sleeve, Pueblo County Sheriff's Office polo shirts, which will be ordered through the quartermaster.

Also, ballcaps with the CSU-P logo, issued through quartermaster or the Lieutenant assigned to CSU-P, are authorized, for wear by CSU-P Deputies, except when in Class A uniform with tie, at which time wearing of any ballcap is prohibited.

**Canine Team Uniform.** (Note: may only be worn if authorized by the respective bureau captain). Summer - short sleeve authorized BDU shirt, authorized BDU pants, patrol windbreaker or patrol jacket or field jacket or patrol raincoat. Winter - long sleeve authorized BDU shirt or turtleneck / mock turtleneck, authorized BDU pant, sweater, patrol windbreaker jacket or patrol raincoat. An open collar requires cover in the form of a black t-shirt where applicable.

**SWAT / STAT Team** will use appropriate authorized tactical equipment and uniforms.

**Bicycle Uniform.** (Note: May only be worn if authorized by the respective bureau captain). Summer – authorized short sleeve polo shirt, bicycle shorts or BDU pants, windbreaker or patrol jacket or patrol raincoat, and bicycle helmet. Winter - long sleeve polo shirt or turtleneck / mock turtleneck, bicycle shorts or BDU pants, sweater or patrol windbreaker or patrol jacket or patrol raincoat, and bicycle helmet.

**Plainclothes.** Staff, investigators, and other members who are authorized not to wear a uniform will dress in appropriate business or casual attire to include a necktie and coat. Summer short sleeves may be authorized by the Investigations Captain. <22.2.5>

**Command Staff Members** (Captain and above) are authorized to wear a long or short sleeve white shirt with blue pants as part of their uniform. A formal dress blue jacket is also permitted.

**COMMAND TYPE-B Uniform** - Command is also authorized to wear a uniform shirt and pant with an under belt, holster, single mag pouch, single handcuff case, and Bauer Uniform Vest Carrier with the first initial and last name embroidered above the left breast pocket, badge embroidered above the right breast pocket and rank on the epaulettes.

**Auxiliary support / Specialists'** uniforms are determined by the bureau chief having responsibility for each group. As such often the amount of interaction with the public as well as current job duties are factors for bureau chiefs to consider. The bureau chief, undersheriff and sheriff have final authority on attire and what is appropriate.

Class "A" uniform shirts will include office shoulder patches, metal name bar and a metal breast badge. Department authorized medals/insignia may also be worn and will be centered on right shirt crease 1/8 of an inch above the nameplate.

The nameplate will be worn 1/8 of an inch above the top of the right pocket flap. BDU shirts, patrol windbreakers, patrol jackets, patrol sweaters and patrol field jackets will include office shoulder patches and a cloth breast badge.

The patrol raincoat will include a cloth breast badge.

The office polo shirt will be screened with a breast badge or other authorized department logo.

**Uniform footwear** shall be all black in color, boots, or shoes with round toes. Tennis shoes are not permitted. If shoes are worn with a duty uniform, socks shall match the same color as the uniform worn and shall not be shorter than crew length.

Class "A" uniform dress or business professional dress (necktie) attire is required for all court appearances.

Unless otherwise authorized by the sheriff, all uniformed authorized on duty members will be required to possess an authorized handgun with fully loaded magazine, two extra fully loaded handgun magazines, handcuffs, handcuff key, baton, aerosol restraint (pepper spray), flashlight and portable radio. Non-uniformed members assigned investigations will be required to possess an authorized handgun with fully loaded magazine, one extra magazine, handcuffs and at least one other office approved less lethal option with them when dealing with the public.

The duty equipment shall be carried in department authorized black in color basket weave leather belt and accessories. Black nylon belt and accessories can only be worn if authorized in writing by the captain for special circumstances.

On duty members in civilian attire are required to keep their handgun concealed when in public view, unless office credentials or badge is visible and within close proximity of their handgun.

### **Protective Vests**

All members assigned to the law enforcement bureau, emergency services bureau and detention bureau deputies having regular contact with the public (Court Security and Labor Crews, etc.) shall be issued protective vests.

Deputies assigned to uniformed patrol duty, emergency services and detention bureau deputies as outlined above, will wear them while on duty.

Deputies assigned non-uniformed positions will have them readily available and are strongly urged to wear them while on duty or in uniform. The wearing of protective vests is important to officer safety. Protective vests should afford protection consistent with the threat to which officers are exposed. <41.3.5>

Vests will be worn in the following situations:

Department members who are assigned to pre-planned, high-risk situations are required to wear bulletproof vests whenever discharging those responsibilities. This includes, but is not limited to, drug raids or warrant executions. Other high-risk operations/tactical missions. <41.3.6>

The briefing of the incident will determine the need for the use of the vest. Division Captains may authorize a deputy to not wear a protective vest while on duty for such reasons as excessively warm weather conditions, or the regular assignments of patrol personnel to non-line duties.

### Cleaning Uniforms

Uniform's may be dry-cleaned at the deputy's discretion. The cost of the dry-cleaning will be borne by the deputy. <22.2.5>

### Civilian Attire

Every civilian member will be responsible for his or her own personal appearance and attire. The Pueblo County Sheriff's Office will not reimburse civilian employees for clothing allowances, nor will the sheriff's office pay for the cleaning of civilian attire. <22.2.5>

### Agency Personnel Identification

All staff members shall clearly display an official photo identification badge at all times when moving about any Sheriff's Office facility.

Deputies in full uniform and officially reporting from duty are exempt; deputies in soft clothing must have photo identification clearly displayed. <1.1.7 a>, <22.1.8 a>

All Sheriff's personnel working in official capacity shall have their official photo identification badge on their person if requested to view at any time. <1.1.7 b>, <22.1.8 b>

If and when members of the office are asked to identify themselves over the telephone, Sheriff personnel will utilize their name and assigned employee identification number. <22.1.8 c> <COM 1.1.7 c>

### Uniform/Equipment Inspections Guardian Tracker

The screenshot displays the 'Create a New Incident' form in the Guardian Tracker web application. The form is titled 'Create a New Incident' and includes the following fields and options:

- Category:** A dropdown menu with 'Uniform Inspection' selected.
- Employees:** A text input field with the placeholder 'type to search'.
- Occurred:** A text input field.
- Uniform:** A dropdown menu with '(select)'.
- Serviceability/Appearance:** A dropdown menu with '(select)'.
- Badge:** A dropdown menu with '(select)'.
- Serviceability:** A dropdown menu with '(select)'.
- Duty Gear 2:** A list of items: 'Magazines', 'Handcuffs', 'Flashlight', 'Safety Glasses'. A note below says 'Hold [Ctrl] to select multiple'.
- Radio:** A dropdown menu with '(select)'.
- Serviceability:** A dropdown menu with '(select)'.
- Radio Ser#:** A text input field.
- Body Armor:** A text input field.
- Manufacture:** A text input field.

Supervisor and or members making the entry into guardian tracker must include the following:

- Radio serial number:
- Duty Weapon serial number
- Shotgun serial number
- Rifle Serial number
- Taser serial number

**Replacement of Uniforms and Duty Issued Equipment**

Any Sheriff's Office member that require uniform and or equipment replacement will complete [#020 Equipment/Uniform Request and Return Form](#) and have a captain's approval and signature before taking to the Property and Evidence section.

**Active Tactical Identifier**

Active Tactical PCSO members of the SWAT and STAT teams will be issued a tactical identifier patch. The tactical patch will be worn on the right shoulder of the members Class A uniform with the point of the bolt facing the front of the uniform. No other uniform or apparel of any kind other than what is specified is to have this specilized patch placed on it. A Bureau Chief can make some exception for individuals such as temprary tactical operators who do not work daily.



*David J. Lucero*  
By Order Of The Sheriff