	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.14
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005, June 28, 2006; September 5, 2008; January 26, 2009; June 26, 2009; October 17, 2011; November 22, 2013; July 9, 2014; June 6, 2016; November 22, 2017; March 21, 2022; July 29, 2022
CHAPTER: Fiscal Management and Agency Owned Property		Related Policy: G.O. 4.04 (Personal Appearance); G.O. 7.07 (Wearing of Protective Vests)
SUBJECT: Uniforms and Equipment Issue		Related Laws:

POLICY: The Sheriff's Office will furnish necessary uniform and equipment to uniformed personnel.

RULE:

1. Uniformed Sheriff's Office members will wear the proper designated uniform and related accessories in a manner that conforms to this and related general orders. Uniforms shall only be worn on-duty or while commuting to or from work. If a Uniformed Support Services' employee stops briefly during the commute, he/she shall cover any Sheriff's Office insignia with another article of clothing. Uniforms will not be worn in public view when off-duty.
2. Sheriff's Office Stores' purchases of uniforms or apparel bearing the Lane County Sheriff's Office patch or insignia for personal use by Sheriff's Office members is not allowed. "Personal use" includes gifting of apparel to family or friends.

PROCEDURE:

I. Deputy Sheriff Uniform:

- A. Class "A" Uniform: The Class "A" Uniform consists of a command jacket, wool uniform dress pants, long sleeved shirt, tie, Sheriff's campaign hat, and black basket weave gun belt.
- B. Class "B" Uniform: The Class "B" Uniform consists of issued uniform pants and short or long sleeved shirt.
- C. Class "C" Uniform: The Class "C" Uniform consists of either a long sleeved or short sleeved shirt, non-wool pants or shorts for specific assignment, optional

Sheriff's ball cap for specific assignment, and no tie. The badge and name tag will be cloth, no pins will be used.

1. The Division Captain will determine the class of uniform to be worn for specific events and assignments as well as regular duty assignments.
2. The Electronic Surveillance Program is considered a specific assignments, and the uniform will be determined by the Captain of the Corrections Division.

D. Uniform Specifications

1. Jacket:
 - a. Command Jacket: The command jacket is waist length, of blended material, forest green in color, zipper front to the lapel with gold color buttons. LCSO shoulder patches will appear on both sides.
 - b. Winter Jacket: The winter jacket is waist length, of Gortex material, black in color, a black hood, with embroidered sheriffs' deputy badge on the upper left-hand area of the jacket. LCSO shoulder patches will appear on both sides. Standard issue is one winter jacket.
 - c. Fleece Jacket: The fleece jacket issued to male and female Corrections officers is an acrylic blend, long-sleeved, and black in color, with the Sheriff's Office insignia displayed. Standard issue is one fleece jacket.
 - d. Raid Jacket: The raid jacket is of blended material, black in color, waist length, and zipper front to collar with pull down identification flaps on the left front panel and across the back. Standard issue is one to each certified officer assigned to Criminal Investigative Services, any certified officer that routinely is assigned to special investigative assignments, Police Services Lieutenants, Captain, Chief Deputy, and Sheriff.
 - e. Mid Weight Jacket: Can be purchased by the employee through the stores clerk. The mid weight jacket will be black in color with embroidered sheriffs' deputy badge on the upper left-hand area of the jacket. LCSO shoulder patches will appear on both sides.
2. Pants: The uniform pants are:
 - a. Wool blend, forest green pants

- b. Forest green pants for both Police Services and Corrections. Standard issue is three pairs of cargo, issued pants for regular duty Class “C” Uniform and one pair of wool blend pants. (Specific assignments, i.e., Marine Patrol, Forest Service contracts, marijuana eradication, search warrants, etc. may wear alternate issued pants or shorts with permission of the Division Captain).
3. Shirt: The uniform shirt is both long and short sleeved of blended material in Silver Tan color and will have a LCSO shoulder patch on each side. The sleeves on the long sleeved shirts must be worn fully extended and buttoned at the cuff.
 - a. Polo Shirt (worn by Deputy Sheriff’s on Special or Alternate Duty assignments – upon approval): The polo shirt is of cotton or cotton/poly blend material, short and long-sleeved, green or black in color, with the Lane County Sheriff’s star embroidered on the upper left front. The shirt must be tucked inside the pants.
4. Rain Coats / Rain Pants: Rain pants made of Gortex material will only be issued to units within the Sheriff’s Office as deemed necessary by the Division Captains. Various sizes of raincoats will be kept at the Jail for use by Corrections personnel.
5. Sidearm and Belt: One Sam Browne, or black basket weave patterned, nylon or leather belt for specific assignment, with buckle, holster, handcuffs and case, two magazines and case, and one Sheriff’s Office issued sidearm or approved privately purchased sidearm. Standard issue is one complete belt and sidearm to each certified officer assigned to Police Services and Corrections. Basket weave pattern will be worn for general services unless approved by division commander based on operational need. Sergeants and deputies shall wear black keepers. Lieutenants and above shall wear gold buckles and gold buttoned keepers. Division Commander can authorize cordura gear based on operational need.
6. Bullet Resistant Vest: The bullet resistant vest is of a make and model selected by the Sheriff’s Office. Vests will be black or silver tan in color. Standard issue is one bullet resistant vest
7. External Ballistic Vest Carriers: External Ballistic Vest Carriers are authorized for all uniform employees to wear over their uniform shirt. External carriers may be worn with the Class “B” and Class “C” uniforms but will never be worn with the Class “A” uniform. Only approved external carriers may be worn and the Sheriff may elect to discontinue their use at any time.

- a. Employees wishing to wear an external carrier must request the carrier and pouches through the stores clerk.
- b. Approved external carriers are the load bearing style and the non-load bearing uniform shirt style in Silver-Tan color. The color for members of the K9 unit and Motor Carrier Enforcement will be OD Green. No modifications to the manufactures design and engineering is allowed.
- c. Load bearing External vest carriers must have the employee's last name in black lettering sewn on matching material to the carrier on the front panel. Non-Load bearing uniform shirt style external vest carriers utilizes either the hardware nametag or cloth style name tag.
- d. External vest carriers must have the approved Sheriff's Office badge affixed to the front in the appropriate location.
 - (1) A cloth badge is not authorized.
- e. Supervisors shall conduct visual inspection of their personnel to ensure the external vest appearance is consistent with department appearance standards. Supervisors shall inspect for soiling, wear and overall appearance as the external vest becomes the main presentation of the department patrol uniform. If a supervisor determines that the external vest does not meet with department appearance standards, the employee will immediately replace the external vest with their internal vest.
- f. If the external vest becomes unserviceable or must be decontaminated, staff shall transfer the ballistic plates to the interior carrier for use with the traditional uniform until the exterior carrier is once again serviceable.
- g. Employees may purchase, through the stores clerk, at their own expense a matching shirt designed to be worn under their external vest. These shirts are to be considered uniform shirts and must be worn in accordance to uniform policy.
- h. Load bearing external vest carriers must have "SHERIFF" in black lettering sewn on matching material to the carrier on the front and back panel.
- i. Pouches for the load carrying external vest must match the color of the external vest and may be placed in locations of the employee's choosing as long as they do not interfere with the safe and effective

operation of equipment and do not violate training or policy regarding required equipment. No equipment will be attached to the back of the external vest. The approved pouches for wear (in any combination) on the load bearing carrier are:

- (1) Pistol ammunition two or three magazine pouch.
 - (2) Single or double handcuff pouch;
 - (3) Baton pouch;
 - (4) Radio pouch;
 - (5) Flashlight pouch;
 - (6) OC Agent pouch;
 - (7) Tourniquet holder;
- j. Special Team, Special Skill and Award Insignia pins may be worn on the non-load bearing uniform shirt style external vest.
8. Necktie: The necktie is a black cloth breakaway. Standard issue is one tie.
9. Headgear:



- a. Campaign Hat: The wearing of the campaign hat is optional, but if worn must comply with the following:
- (1) The campaign hat will sit squarely on the head with the front brim tilted toward the nose.
 - (2) The campaign hat wind-band is to be adjusted to fit snugly on the back of the head.
 - (3) The campaign hat rain cover will be accessible and WILL be used during inclement weather.
 - (4) The configuration of the campaign hat will not be altered from the original design.
 - (5) If the campaign hat is not worn for a period of time, it will be placed crown down in the original container.

- (6) The length of the braid on the campaign hat shall be worn as shown above.
- b. **Baseball Cap:** A black baseball cap with the Lane County Sheriff's star embroidered on the front will be authorized for wear by forest, marine, dunes, and Adult Work Crew assignments. It may be worn with the Class "B" and Class "C" uniforms, but will never be worn with the Class "A" uniform.

Search and Rescue teams will be issued one water-proof baseball cap. Color can be either green or black and the cap may be worn with the Class "B" and Class "C" Uniform.
- c. **Stocking Cap:** A black, wool stocking cap with a subdued cloth LCSO badge on the front may be worn during inclement weather.
- d. **Helmet:** A helmet issued to each certified officer assigned to Police Services Division and will be worn during any response to a situation, which could result in injury. Unless authorized by a supervisor, the helmet will be carried by all deputies during their tour of duty.
- 10. **Gloves:** Gloves are not issued by the Sheriff's Office. If gloves are worn, they must be a black full fingered glove approved by the Division Commander. No weighted or weapons intended gloves will be worn.
- 11. **Footwear:** All footwear will be polishable black leather or a combination of polishable leather and other black materials.

Socks: If socks are visible, then black socks will be worn.
- 12. **Undershirt:** Undershirts are not issued by the Sheriff's Office. If an undershirt is worn under the uniform shirt and it shows at the neck opening, it must be crew neck and either white or black in color, and in good repair.
- 13. **Insignia:**
 - a. **Badge:** The badge is a gold tone, seven-point star. The reserve deputy badge is a silver tone, seven-point star. Standard issue is one badge. The badge is attached to the left-hand side of the class A or B uniform shirt or sweater in the reinforced badge holder. Cloth badges will be displayed on the left upper chest of jackets and Class C uniform shirts. Badge shrouds shall be approved by the Sheriff or his designee for specific events. Badge shrouds are

to be worn left to right and go from 2300 to 1700 hours using a clock as a reference.



- b. Name Tag: The name tag is a gold tone clutch back tag imprinted with employee's first initial and last name. Reserve deputies name tags are silver tone with first initial and last name. The employee's hire year will be imprinted with "Serving Since" below the employee's name. The Standard issue is one nametag. Name tags will be displayed on all uniform shirts. Class C uniforms will display a cloth name tag with the employee's first initial and last name. The cloth name tag will be the same color as the Class C uniform shirt.

Personnel will wear the nametag centered above the top edge of the right pocket. The "Serving Since" lower portion of the name tag will overlap the top edge of the pocket.



- c. Classification: Personnel with the rank of Lieutenant and Captain will display the classification bar insignia on the left sleeve. Sergeants will display chevrons on the left and right sleeves of the uniform shirts and jacket

Collar rank insignia will be worn on all uniform shirt collars of personnel with the rank of Lieutenant, Captain, Chief Deputy, or Sheriff. It will be centered on and parallel to, an imaginary line extending from the apex of each collar to the neckline.



(1) Lieutenant – ¾” single bar, gold tone



(2) Captain – ¾” double bar, gold tone

(3) Chief Deputy- ¾”single star, gold tone

(4) Sheriff – ¾”double star, gold tone.

Personnel with the rank of Lieutenant, Captain, Chief Deputy, or Sheriff will display a 1” set of their specific insignia on each epaulet of the command jacket and black v-necked sweater.

Gold braid will be displayed on the sleeves of the command jackets of Sergeants, Lieutenants, Captains, Chief Deputy, and Sheriff.

The display will be: Sergeant, one (1) gold braid; Lieutenant, two (2) gold braids; Captain and Chief Deputy, three (3) gold braids; and Sheriff, four (4) gold braids.

- d. Service Stripes: All Deputy Sheriff long sleeved uniform shirts will have service stripes displayed on the lower left sleeve. Standard issue is one service stripe for every five (5) years of public safety service with an accredited law enforcement agency. Service stripes will be added any month that the service level reaches the next five (5) years. Years of service will be determined by the Sheriff's Office Personnel Section. Stores require supervisory approval for additional stripes.

14. Special Team, Special Skill and Award Insignia. Pins will be issued to represent Special Team, Special Skill and Awards for display on LCSO uniform shirts. Pins will only be displayed on Class A and Class B uniform shirts in accordance with guidelines listed below. All pins must be approved by the Sheriff prior to display. Only the following pins are currently approved.

a. Approved LCSO Special Team Insignia

Special Team pins may only be displayed by active members of the represented team. Only one Special Team pin may be displayed at a time. F.T.O. pins may only be displayed by LCPOA members. The following are approved pins:



Field Training Officer



Special Operations Response Team



Emergency Vehicle Operation Course Instructor



Defensive Tactics Instructor



Crisis Negotiation Team



Special Response Team



Honor Guard



Command College



Jail Inspector



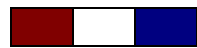
FBINA

b. Approved Special Skill/Certification

Special Skill/Certification pins may only be displayed if the employee is actively involved in the designated program. Only one Special Skill/Certification pin may be displayed at a time.

- (1) Helicopter Pilot (Gold Tone Wings)
- (2) Marine (Gold Tone Marine Board Pin)
- (3) Traffic Safety (Gold Tone Wheel w/ Wings)
- (4) Explosive Ordinance Disposal (Gold Tone EOD pin)
- (5) Drug Recognition Expert (State of Oregon DRE pin)

c. Approved LCSO Award Insignia



Medal of Honor



Valorous Service



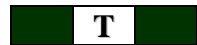
Lifesaving



Distinguished Service



Meritorious



Training

A gold tone leaf will appear on the pin for each additional award received in the same category.

d. Pin Placement - Single Special Team or Single Award

- (1) Class A or Class B uniforms
- (2) Center pin above name tag with an approximate 1/8" space.
- (3) Special skill pin will be centered above the award or special team pin.



e. Two Pin Placement - (1 Special Team + 1 Award) Class A or Class B uniforms

- (1) Center pins above name tag with an approximate 1/8" space. Special Team pin will always be placed to the left of the award pin
- (2) Special skill pin will be centered above the award and special team pins.



f. Multiple Pin Placement - (1 Special Team + all earned Awards) Class A uniform only, with Division Commander approval dependent on event:

- (1) Center pins above name tag with an approximate 1/8" space. Pins will be arranged horizontally, with a maximum of two rows and three columns.

Pins will be arranged by the following rank, with the highest rank closest to the heart:

- (a) Medal of Honor
 - (b) Valorous Service
 - (c) Lifesaving
 - (d) Distinguished Service
 - (e) Meritorious
 - (f) Training
 - (g) Special Team
- (2) Special skill pin will be centered above the award and special team pins.



15. Sheriff's Office Pin/Tie Tack: The Sheriff's Office pins and/or the tie tack are ¾" and 1" replicas of the Sheriff's Office patch. Standard issue is one tie tack to all uniformed personnel and one ¾" pin to all non-uniformed personnel.

The tie tack will be worn with the Class "A" or Class "B" Deputy Sheriff uniform, centered on the tie and placed on an imaginary line between the bottom of the pocket flaps.

16. The American flag pin chosen by the Sheriff's Office, if worn, will be on the left collar corner of uniformed officers.
17. Veteran Service Pins are authorized by the Sheriff in order to honor those who have served in the military. The Veteran Service pin, if worn will be worn on the right breast pocket flap centered between the button and left portion of the flap.



18. Sheriff's Office Years of Service pin, if worn, will be worn on the right breast pocket flap centered between the button and left portion of the flap.
 - (a) Only one pin (Veteran or Years of Service) may be worn on the right breast pocket flap.

II. Uniformed Support Services

- A. The uniform consists of authorized pants per the G.O. and a Sheriff's Office polo shirt. A sweater, fleece jacket and/or vest are available for issue, but are optional.
 1. Slacks: Authorized pants are blended material in neutral colors (khaki, brown, black, white, grey, green or blue). Denim is permissible in the listed colors with the exception of blue – blue jeans are not authorized. Cargo pants, shorts, and leggings worn as pants are not authorized. Approved length will be above the floor and pants will rest at the waist. Capri pants for female employees are authorized. Khaki uniform pants are available from the department. If an employee opts to purchase their own pants, this purchase is not reimbursable.
 2. Skirt: Neutral colored skirts are authorized. Skirts must measure no more than 3 inches above the top of the kneecap with or without leggings or tights.

All personal clothing should be in good repair and should not reveal undergarments.
 3. Polo Shirt: The polo shirt is of cotton or cotton/poly blend material, short and long-sleeved, green or black in color, with the Lane County Sheriff's star embroidered on the upper left front. Shirts can be worn untucked, however if worn this way, the hem of the shirt will rest below the waistline and top of the pants. Standard issue is six shirts.
 4. Fleece Jacket/Vest: The fleece jacket or vest issued to male and female employees is an acrylic blend, long-sleeved, and black in color, with the

Sheriff's Office insignia displayed. Standard issue is one fleece jacket and/or vest.

5. Footwear: All footwear will be black or neutral colored close-toed shoes. Athletic shoes are permissible if neutral in color and free from most ornamentation. Sandals are not approved uniform footwear. Employees should always keep in mind that footwear should be practical and should never adversely impact an employee's ability to quickly react to dynamic situations and should never pose a safety hazard.
6. Sock: When wearing long pants, if any part of the leg is visible when either sitting or standing, socks must be black or neutral in color.
7. Belt: The Sheriff's Office does NOT provide a belt. If wearing the polo shirt tucked in, a belt (black or neutral in color) should be worn, however, belts are optional.

**Support Services Management has the prerogative to relax the uniform standard to business casual during holidays, weekends, or other special events. This privilege is the exclusive right of management and can be revoked if employees do not use sound judgment or follow the established guidelines pertaining to "business casual."

III. Explorer Uniforms

A. Law Enforcement Post 334

1. Shirt: The uniform shirt is blended material, light tan in color, both long and short sleeved with epaulets. Standard issue is two shirts. Sleeve length is determined by the Explorer Scout/Advisor. The sleeves of the long-sleeved shirt must be worn fully extended and buttoned at the cuff.

A cloth, gold badge will be sewn on above the left pocket. This will be different from the Deputy Sheriff cloth badge. Below the badge, immediately above the left pocket, will be the "Explorer" cloth strip. The Lane County Sheriff's Office patch will be placed on the upper left sleeve of each shirt.
2. Pants: The standard issue uniform pants are cotton/poly blend, forest green cargo pants.
3. Headgear: The headgear consists of a black, cotton twill baseball cap. The small Sheriff's Office emblem will be sewn on the front of the cap. This will be the only insignia displayed on the cap. Standard issue is one cap.
4. Jacket: The jacket is a forest green winter jacket. The small Sheriff's Office patch and Explorer bar will be sewn on the upper left-hand area of

the jacket, and the standard Sheriff's Office patch on both shoulders. This will be the only insignia display on the jacket. Standard issue is one jacket.

5. All Other Equipment:

All other equipment necessary, i.e., raincoats will be issued for specific need only and will be returned the day after the use no longer exists.

B. Search and Rescue Post 178

1. **Shirt:** The uniform shirt is blended material, light tan in color, both long and short sleeved with epaulets. Standard issue is two shirts. Sleeve length is determined by the Explorer Scout/Advisor. The sleeves of the long-sleeved shirt must be worn fully extended and buttoned at the cuff.

A cloth, gold badge will be sewn on above the left pocket. This will be different from the Deputy Sheriff cloth badge. Below the badge, immediately above the left pocket, will be the "Search and Rescue" cloth strip. Immediately above the right pocket shall be a cloth "explorer" strip. Above the explorer cloth strip shall be a name tag. The Oregon State Sheriff's Assn SAR patch shall be placed on the upper right sleeve of each shirt. The Lane County Sheriff's Search and Rescue patch will be placed on the upper left sleeve of each shirt.

An Explorer Post 178 Advisor will display the same cloth, gold badge above the left pocket. Immediately above the right pocket will be the "Advisor" cloth strip above the right pocket and advisor cloth strip shall be their name tag. Shirts will be of the same blended material and the same tan color as the Scouts. The OSSA SAR Patch will be placed on the upper portion of the right sleeve. The Lane County Sheriff's SAR patch will be placed on the upper portion of the left sleeve.

2. **Pants:** The standard issue uniform pants are cotton/poly blend, forest green cargo pants.
3. **Headgear:** The headgear consists of a green, cotton twill baseball cap. The Explorer Bar will be sewn on the front of the cap. This will be the only insignia displayed on the cap. The headgear for the Explorer Advisor is a black Gortex baseball cap with search and rescue embroidered on it. The small Sheriff's Office emblem will be embroidered on the front of the cap. This will be the only insignia displayed on the cap. Standard issue is one cap.
4. **Jacket:** Either a red, water resistant parka with Lane County Sheriff's Search and Rescue screened on the back or none.

5. All Other Equipment: All other equipment necessary, i.e., raincoats will be issued for specific need only and will be returned the day after the use no longer exists.

IV. All Other Uniformed Groups

All groups issued items that are considered or required as uniforms, must first have the recommendation of the Uniform Committee and the authorization of the Sheriff's Office Management Team before any Sheriff's Office purchases are made or items are worn as uniforms.

V. Non-Uniformed Employees

Non-Uniformed personnel shall wear appropriate business attire for an office environment and safe performance of duties.

VI. Uniform Issue/Exchange/Return

- A. All Sheriff's Office uniforms and related equipment are stocked and issued in the Fiscal Section.
- B. For Uniform issue, exchange, replacement, or return, the Uniform and Equipment Issue form #C77-344 MUST be completed and signed by both the employee and the employee's immediate supervisor prior to any action by the Fiscal Section.
- C. New Employees: Upon notification of a new employee from the Sheriff's Office Personnel Section, all new employees will be issued the uniforms and equipment that are required and authorized for their specific assignments.
- D. All repairs, alterations, and attachment of insignia on Sheriff's Office issued uniforms and equipment will be done only by the Sheriff's Office seamstress located in the Fiscal Section.