



King County

Office of Law Enforcement Oversight

November 23, 2020

TO: Sheriff Mitzi Johanknecht, King County Sheriff's Office (KCSO)

FR: Adrienne Wat, Interim Director, Office of Law Enforcement Oversight (OLEO)

RE: General Operations, General Orders Manual 7.00.000

OLEO has reviewed KCSO's proposed revisions to General Orders Manual (GOM) 7.00.000 on Appearance, Duty Belt, and Uniforms chapters, attached starting on page 5. OLEO received KCSO's suggested edits to the policy in September 2020, as a response to the recommendations provided by the KCSO Administrative Review Team, as well as the OLEO Dunlap-Gittens Systemic Review. OLEO has identified several previous recommendations that were not implemented or fully considered when revising this chapter and have highlighted them below. The suggested edits below are to bring the policy in line with recommendations previously made in the Dunlap-Gittens Systemic Reviews, some of which have been reiterated in the subsequent Le Systemic Review.

Additionally, one of the valuable functions OLEO serves in supporting KCSO in improving practices, policies, and protocols, is to assist KCSO in identifying areas of priority for policy revisions, as well as identifying areas of shared interest in order to best use the limited resources available for analyzing and revising KCSO policy internally. OLEO hopes to work with KCSO in order to proactively identify areas of shared interest and opportunity for improvement going forward. In this spirit, because KCSO was already revising portions of GOM Chapter 7, OLEO used this as an opportunity to review the parent chapter of this policy and provide additional key areas for revisions by KCSO.

7.00.005

Explicitly state additional permitted exemptions that may likely occur within historically marginalized groups. There may be more exemptions that arise with the policy in place, and OLEO recommends regularly revisiting this list should patterns of exemption requests occur and be permitted. Should the additional suggested revisions around gendered appearance regulations be adopted in sections 7.00.010, 7.00.015, 7.00.025, and 7.01.025, then the addition of gender identity to the list of permitted exemptions may be deemed unnecessary. Specifically, OLEO recommends:

- Revise 7.00.005: insert *cultural practices, gender identity*, after *medical conditions*. So that it reads:

“The department is committed to working with members of various religious faiths, medical conditions, *cultural practices, gender identity*, etc., by extending consideration on a case-by-case basis for exemptions to the departments grooming standards and uniform policy to provide applicable accommodation when possible. Any department member may request an accommodation by contacting the Human Resources Manager.”

7.00.010

Remove gendered appearance requirements from KCSO policy to ensure inclusion of transgender and non-binary officers. Ensure that the Deputy’s Hair policy explicitly states that ‘natural’ and culturally traditional hairstyles are permitted under the definition of *neat, clean, and well groomed*, as is now mandated by both state and federal law and has been adopted by the U.S. Department of Defense grooming definitions. Specifically, OLEO recommends:

- Revise 7.00.010, strike *Male* before *Deputy’s Hair*.
- Revise 7.00.010(1) After *shirt collar.*, insert *Hair that is longer than shoulder length shall be tied back.*
- Revise 7.00.010 (2) insert *Hair pins or clips that match the hair color are authorized. All other hair decorations are prohibited.*
- Strike *Female Deputy’s Hair* section.
- With these revisions, the section would read:

“Deputy’s Hair:

1. The sides may cover a portion of the ear. The back may be either tapered or blocked and may extend to the shirt collar. *Hair that is longer than the shirt collar shall be tied back.*
 - a. Hair shall be neat, clean, and well groomed.
 - b. Hair shall not interfere with the normal wearing of a standard uniform hat or helmet.
 - c. Extreme hair styles are prohibited.
2. Hair pins or clips that match the hair color are authorized.
 - All other hair decorations are prohibited.
3. Sideburns may extend to a horizontal plane at the base of the earlobe and shall be neatly trimmed.
4. Mustaches are permitted.
 - Extreme styles below the corners of the mouth or in bulk are prohibited.

5. Beards are prohibited.

- The remainder of the face shall be cleanly shaven.”

7.00.015

Remove gendered appearance requirements from KCSO policy to ensure inclusion of transgender and non-binary officers. In order bring this policy in line with this recommendation, OLEO recommends either prescribing the size/type of earring requirements or applying universal prohibition to all deputies.

7.00.025

Remove gendered appearance requirements from KCSO policy to ensure inclusion of transgender and non-binary officers. Specifically, OLEO recommends:

- Revise 7.00.025(2), strike (2)(a).
- Revise 7.00.025(2)(b), strike *female* and insert *appropriate* after *shall wear*.
- With these revisions, the section would read:

“2. COURT APPEARANCES:

- a. Department members shall wear appropriate conservative business attire.
- c. Non-uniform attire shall be neat and clean.
- d. All equipment that identifies the wearer as a deputy/detective shall be concealed.”

7.01.025

- Revise 7.01.025 by inserting *cultural practices, gender identity*, after *medical conditions*. This ensures consistency with 7.00.005 and ensures some additional exceptions for historically marginalized groups are explicitly stated in policy.
- Revise 7.01.025(2) After *Special Order.*, insert *Any exemption to uniform appearance does not relieve them of their duty to clearly and consistently be identifiable as law enforcement personnel*. This ensures that the policy makes clear that exceptions to uniform requirements shall not relieve officers of this duty.

7.01.110

- Revise 7.01.110(3) by inserting *may* after *detectives who*. This would serve to clarify that a detective who is likely or has the potential to perform or partake in a planned operation will have been issued the appropriate shirt to ensure they are clearly and consistently identifiable as law enforcement personnel.

- Revise 7.01.110(3) by striking *high risk* after *planned operations*. To ensure consistency in language within the policy.

7.00.000 APPEARANCE REGULATIONS

7.00.005

POLICY STATEMENT: 05/1309/20

A department member's appearance in public is a part of the department's effort to maintain public acceptance and maximize public cooperation in support of the mission of the King County Sheriff's Office. The department has established limits on general appearance intended to present a favorable public image conforming with contemporary, but traditional police agency standards.

The department is committed to working with members of various religious faiths, medical conditions, etc., by extending consideration on a case-by-case basis for exemptions to the departments grooming standards and uniform policy to provide applicable accommodation when possible. Any department member may request an accommodation by contacting the Human Resources Manager.

7.00.010

UNIFORM APPEARANCE, HAIR STYLE: 06/92

MALE DEPUTY'S HAIR:

1. The sides may cover a portion of the ear. The back may be either tapered or blocked and may extend to the shirt collar.
 - a. Hair shall be neat, clean, and well groomed.
 - b. Hair shall not interfere with the normal wearing of a standard uniform hat or helmet.
 - c. Extreme hair styles are prohibited.
2. Sideburns may extend to a horizontal plane at the base of the earlobe and shall be neatly trimmed.
3. Mustaches are permitted.
 - Extreme styles below the corners of the mouth or in bulk are prohibited.
4. Beards are prohibited.
 - The remainder of the face shall be cleanly shaven.

FEMALE DEPUTY'S HAIR:

1. Hair shall be neat, clean, and well groomed.
 - a. Hair that is longer than shoulder length shall be tied back.
 - b. Hair shall not interfere with the normal wearing of a standard uniform hat or helmet.
 - c. Extreme hair styles are prohibited.
2. Hair pins or clips that match the hair color are authorized.
 - All other hair decorations are prohibited.

7.00.015

EARRINGS: 06/92

1. Female deputies, in uniform, may only wear earring studs not exceeding 3/16" in diameter.
2. Male deputies, in uniform, shall not wear earrings.

7.00.020

TATTOOS, BRANDING AND PIERCING: 02/12

1. Should members, both civilian and commissioned obtain any tattoo, branding or piercing, it must be located in an area which can be covered with a department uniform or business attire.
2. Members, both in uniformed and non-uniformed assignments are prohibited from displaying any tattoo or brand above the neck or on the hands while on duty or while representing the department including off-duty employment.
3. At no time while on duty or representing the department shall a member have offensive tattoos or body art showing. (Examples of offensive tattoos and body art would include, but not limited to those which depict racial, sexual, discriminatory, gang or drug related, or obscene language).
4. When deemed operationally necessary, deputies in undercover assignments may display tattoos or brands with the approval of their supervisor.
5. Body piercing, except what is defined in section 7.00.015, shall not be authorized by any member representing the Sheriff's Office while in department uniform or business attire.

7.00.025

CIVILIANS AND NON-UNIFORM ASSIGNMENTS OR COURT APPEARANCE ATTIRE: 01/19

Department members in civilian and non-uniform assignments or those making court appearances shall comply with the following non-uniform clothing standards:

1. CIVILIAN AND NON-UNIFORM ASSIGNMENTS:

- a. Department members in civilian or non-uniform assignments shall wear contemporary, but conservative business attire that is neat and clean.
 - This does not include sweats, jeans, mini-skirts, shorts, tennis shoes, or any other clothing that is revealing or suggestive unless approved by a supervisor.
- b. Unit supervisors in non-uniform assignments may modify dress, hair style, and earring standards to meet the needs of the unit.
 - Deputies shall otherwise comply with the uniform standards described in GOM sections 7.01.015, 7.01.030, or 7.01.040.
- c. Unit supervisors or section managers may authorize "Casual Fridays" or allow the wearing of sports team jerseys on special days.
 - Guidelines shall be established in the S.O.P. for each section or unit.

2. COURT APPEARANCES:

- a. Male department members shall wear conservative business attire with a business tie.
- b. Female department members shall wear conservative business attire.
- c. Non-uniform attire shall be neat and clean.
- d. All equipment that identifies the wearer as a deputy/detective shall be concealed.

7.01.000 UNIFORMS

7.01.005

ELIGIBILITY: 07/13

Department members who are required to wear uniforms shall be furnished required clothing and equipment authorized by the department, Contract Cities, Metro and Sound Transit.

7.01.010

INVENTORY: 07/13

1. All required uniforms and equipment lists will be maintained in PMU.
2. Approval of additional quartermaster items beyond what is listed in PMU shall be authorized by a Precinct/Section Commander.

7.01.015

UNIFORM, WEARING OF: 07/13

Department members wearing a uniform shall wear the complete uniform of the day as prescribed in section 7.01.030. Department members shall not mix and match Class A, B, C, or specialty uniforms.

7.01.020

UNAUTHORIZED UNIFORM ITEMS, COMMISSIONED MEMBERS: 04/19

1. Uniform items not prescribed in this section are unauthorized (i.e., caps with unauthorized logos, green coats, rain coats, boonie hats, uniform sweaters, rain pants (except special uniform requirements, etc.).
2. Polo shirts shall not be worn as a uniform item.

7.01.025

UNIFORM APPEARANCE EXCEPTION: ~~07/13~~09/20

The department is committed to working with members of various religious faiths, medical conditions, etc., by extending consideration on a case-by case basis for exemptions to the department's grooming standards and uniform policy to provide religious, medical or other applicable accommodation when possible.

1. Any department member may request an accommodation by contacting the Human Resources Manager.

■ When a religious accommodation includes the wearing of religious headwear, the color of such garment will be black. A badge pin issued by KCSO may be displayed on headwear.

2. Division Commanders may waive the requirements for department member on special assignment or may modify dress standards during periods of extreme weather conditions or unusual circumstances of a short-term nature.

■ These will be temporary exceptions for specified periods of time.

~~These exceptions along with specified time references shall be captured via Special Order. Division Commanders may waive the requirements for deputies on special assignment or may modify dress standards during periods of extreme weather conditions or unusual circumstances of a short term nature.~~

~~1. These will be temporary exceptions for specified periods of time.~~

~~2. These exceptions along with specified time references shall be captured via Special Order.~~

7.01.030

UNIFORM OF THE DAY: 07/13

The Sheriff or his/her designee shall determine the authorized uniform of the day.

1. The uniform of the day for unincorporated deputies will be the Class B.
 - This includes off-duty work and overtime assignments.
2. If the Class B uniform is unavailable, unincorporated deputies will wear a Class A uniform.
3. Unincorporated sergeants may wear the Class A or the Class B as the uniform of the day.
4. Deputies and sergeants assigned to a contract city shall follow the direction of their contract city chief regarding the uniform of the day.

7.01.035

UNIFORM DESCRIPTIONS: 07/13

1. Class A Uniform.
 - a. The Class A Dress uniform shall consist of a green long sleeve shirt, tan pants, tan tie, gold tie bar, optional brass buttons, polished dress shoes, and service stars.
 - The Class A Dress uniform shall be for funerals, promotions, and other ceremonial functions and may be worn to court.
 - Soft body armor shall be worn with the Class A Dress uniform.
 - The campaign hat is authorized for wear with the Class A Dress uniform.
 - Collar rank insignia (metal) shall be worn by captains and above.
 - The utility cap shall not be worn with the Class A Dress uniform.
 - Suspenders shall not be worn with the Class A Dress uniform.
 - Members are exempt from carrying Tasers while in class Class A Dress uniform at functions such as ceremonies or funerals.
 - Mikes, pagers, etc. shall not be carried on lapels when wearing a Class A Dress uniform at functions such as ceremonies or funerals.
 - b. The Class A Long Sleeve uniform shall consist of a green long sleeve shirt, tan pants, tan tie with gold tie bar or optional black crew neck, mock-T undershirt or mock-T turtleneck, optional brass buttons, polished shoes or boots, and service stars.
 - Soft body armor shall be worn with the Class A long sleeve uniform.
 - The campaign hat may be worn with the Class A long sleeve uniform.
 - Collar rank insignia (metal) shall be worn by captains and above.
 - Suspenders may be worn with the Class A long sleeve uniform.
 - The Class A long sleeve uniform is an alternate patrol uniform if the deputy does not have a jumpsuit.
 - The utility cap may be worn with the Class A long sleeve uniform on patrol.
 - c. The Class A short sleeve uniform shall consist of a green short sleeve shirt, tan pants, black crew neck undershirt, optional brass buttons, polished shoes or boots.
 - The Class A short sleeve uniform is an alternate patrol uniform if the deputy does

not have a jumpsuit.

- Soft body armor shall be worn with the Class A short sleeve uniform.
- The campaign hat may be worn with the Class A short sleeve uniform.

- Collar rank insignia (metal) shall be worn by captains and above.
- Suspenders may be worn with the Class A short sleeve uniform.
- The utility cap may be worn with the Class A short sleeve uniform on patrol.

2. Contract City Class A Uniform.

- a. The Contract City Class A Dress uniform shall consist of a blue or black wool long sleeve shirt, blue or black pants, blue or black tie, silver or gold tie bar, optional silver or gold buttons, polished dress shoes, and hash marks.
 - The Class A Dress uniform shall be for court, funerals, promotions, and other ceremonial functions.
 - Soft body armor shall be worn with the Class A Dress uniform.
 - The campaign hat is authorized for wear with the Class A Dress uniform. It shall be serviceable and available if command decision is made to wear with Class A Dress uniform.
 - Collar rank insignia (metal) shall be worn by captains and above.
 - The utility cap shall not be worn with the Class A Dress uniform.
 - Suspenders shall not be worn with the Class A Dress uniform.

 - Members are exempt from carrying Tasers while in Class A Dress uniform at functions such as ceremonies or funerals.
 - Mikes, pagers, etc. shall not be carried on lapels when wearing a Class A Dress uniform at functions such as ceremonies or funerals.

- b. The Class A Long Sleeve uniform shall consist of a blue or black long sleeve shirt, blue or black pants, blue or black tie with silver or gold tie bar or optional black crew neck, mock-T undershirt or mock-T turtleneck, optional silver or gold buttons, polished shoes or boots, and hash marks.
 - Soft body armor shall be worn with the Class A long sleeve uniform.
 - The campaign hat may be worn with the Class A long sleeve uniform.
 - Collar rank insignia (metal) shall be worn by captains and above.
 - Suspenders may be worn with the Class A long sleeve uniform.
 - The Class A long sleeve uniform is an alternate patrol uniform if the deputy does not have a jumpsuit.
 - The utility cap may be worn with the Class A long sleeve uniform on patrol.

- c. The Class A short sleeve uniform shall consist of a blue or black short sleeve shirt, blue or black pants, black crew neck undershirt, optional silver buttons, polished shoes or boots.
 - The Class A short sleeve uniform is an alternate patrol uniform if the deputy does not have a jumpsuit.
 - Soft body armor shall be worn with the Class A short sleeve uniform.

- The campaign hat may be worn with the Class A short sleeve uniform.
 - Collar rank insignia (metal) shall be worn by captains and above.
 - Suspenders may be worn with the Class A short sleeve uniform.
 - The utility cap may be worn with the Class A short sleeve uniform on patrol.
3. Class B Uniform.
- a. The Class B uniform shall be the black, vendor approved jumpsuit. The jumpsuit shall have a black patch and gold lettering with "SHERIFF" attached with velcro on the back for unincorporated patrol personnel or a reflective silver patch and black lettering with "POLICE" stenciled on the back for contract city patrol personnel.
- The Class B uniform shall be the primary patrol uniform.
 - May be worn to court.
 - Soft body armor shall be worn with the Class B uniform.
 - The jumpsuit shall be worn with the department issued metal badge.
 - The utility cap or watch cap may be worn with the Class B uniform
 - The campaign hat shall not be worn with the Class B uniform.
 - Collar rank insignia (metal) shall be worn by captains and above.
 - Suspenders may be worn with the Class B uniform.
 - Service stars or hash marks are not authorized with the Class B uniform.
 - Taser leg pockets are not authorized.
4. Class C Uniform.
- a. The Class C uniform shall consist of a black 511 brand Patrol Duty Uniform (PDU) pants and shirt, either short or long sleeve.
- The Class C uniform shall be worn for training, by trainers/instructors, DMT, and any other non-patrol duty that requires the wearing of a uniform.
 - Shall not be worn to court.
 - If the training is a 100% lecture/classroom format, the Class C uniform is optional.
 - Soft body armor shall be worn with the Class C uniform.
 - The PDU uniform shall be worn with the department issued metal badge.
 - No other brand of "BDU" style uniform shall be worn.
 - The utility cap or watch cap may be worn with the Class C uniform.
 - The campaign hat shall not be worn with the Class C uniform.
 - Collar rank insignia (metal) shall be worn by captains and above.
 - Suspenders may be worn with the Class C uniform.
 - Service stars or hash marks are not authorized with the Class C uniform.

7.01.040

SPECIAL UNIFORMS: 07/04

Deputies who are assigned to "special assignment" units as their primary or shared primary duties (i.e., Bicycle Unit, Range Unit, etc.) shall be issued special uniforms. The special uniform and equipment shall only be worn when deputies are working in that unit and are issued with written approval by a Precinct/Section Commander. The special uniform and equipment lists shall be maintained in PMU.

1. All "special assignment" clothing and equipment, excluding footwear and utility caps, shall be cleaned or laundered and returned promptly to the PMU within five (5) working days of the transfer.
2. The recipient of these items shall document the transaction on KCSO Form # P-127" property return verification". The member should then hand-carry it to the PMU or to the Human Resource Unit if separating from the department.

7.01.045

DRESS UNIFORMS: 01/11

1. The following dress uniform items are required for Captains and above and optional for sergeants and deputies at their expense:
 - a. Dress jacket.
 - b. British green necktie.
 - c. White long sleeve dress shirt.
 - The shirts are worn with regular uniform pants.
 - The female command staff may wear a knee length, dark green skirt instead of the uniform pants.
 - d. Campaign Hat.

2. Authorization to Wear:
 - a. Dress uniforms are authorized for certain off-duty social functions for sergeants and deputies.
 - b. The wearing of this uniform at social functions requires the approval of the Undersheriff or a Division Commander.

7.01.050

UNIFORM NECKTIE AND TIE CLASP: 07/13

1. The uniform necktie shall be either a conventional, clip-on, or rear closure velcro.
2. The tie shall be tan for unincorporated personnel or blue for contract city personnel.
3. Either the tie pin or tie bar shall be worn.
4. The tie pin or bar shall be gold for unincorporated personnel or silver or gold for contract city personnel.
 - Silver pins and bars shall be purchased at the individual deputy's expense.

7.01.055

TURTLENECK UNDERGARMENT: 07/13

1. The turtleneck or "mock" turtleneck shall be black and the neck of the garment shall have a plain non-ribbed finish and shall be purchased at the individual deputy's expense.
 - It must fit close to the neck.

2. The turtleneck may be worn with the long sleeve uniform shirt in lieu of wearing the department tie.
3. The turtleneck shall not be worn with the Class A Dress uniform.
4. The turtleneck sweater shall be purchased at the member's expense.
5. A cotton turtleneck, "mock" turtleneck, or dickie with "SHERIFF" in gold thread and in "TETITE" font 1/2 inch high may be worn with a long sleeve shirt without a necktie.
 - Only turtlenecks with "SHERIFF" in gold thread 1/2 inch high purchased from the department vender will be allowed.

6. The turtleneck or "mock" turtleneck may be made of cotton, lycra, or polyester.
 - Brand names or athletic logos shall not be displayed or shall be blacked out.

7.01.060

NAME TAGS: 07/13

A name tag shall be worn on all department uniforms.

1. The embroidered name tag shall consist of two (2) initials and the last name, stitched block style in Mylar gold for unincorporated personnel or white for contract city personnel on material comparable to the garment.
2. Only embroidered name tags provided by department authorized vendors shall be worn on department uniforms.

7.01.065

VELCRO PANELS: 07/13

1. A Velcro panel shall be sewn to the back of the Class B uniform, and the cold weather black soft shell jacket. A black patch and gold lettering with "SHERIFF" for unincorporated patrol personnel or a reflective silver patch and black lettering with "POLICE" stenciled on the back for contract city patrol personnel shall be used.
2. Velcro shall not be used for the shoulder patches or any other patches on the uniform.

7.01.070

CAMPAIGN HAT: 07/13

Deputies shall ensure that their campaign hat is neat and clean and it shall be serviceable and available if command decision is made to wear with Class A Dress.

1. The campaign hat will be worn with appropriate badge and metallic braid.
2. The campaign hat will be assembled as follows:
 - a. Metallic braid will be twisted with approximately one twist per inch for its entire length.
 - b. The acorns shall lay on the front of the brim.
 - c. The strap shall be affixed with the buckle on the right side of the hat.
3. The campaign hat shall only be worn with the Class A uniform with the front brim resting two (2) to three (3) finger widths above the bridge of the nose, with the brim nearly level in all directions.
4. The wearing of the uniform hat shall be mandatory at:
 - a. Inspections.
 - b. Ceremonies.
 - c. Funerals.
 - d. Other specified formal events.
5. At all other times, the wearing of the uniform hat is optional.
 - The hat should not be worn in inclement weather without a vinyl cover.
6. The summer weight (straw) campaign has is authorized for purchase at the employees expense.

- a. The summer weight campaign hat shall be worn in the same manner as the felt campaign hat.
- b. The summer weight campaign hat shall not be worn with the Class A dress uniform.

7.01.075

UTILITY CAP: 07/13

- 1. The utility cap shall be a pro-ball design black baseball cap with the word "SHERIFF" in gold lettering or "POLICE" in white lettering for contract cities on the front of the cap.
 - Hats with a badge on the front of cap are not authorized.
- 2. Deputies may wear the cap with the Class A, B or C department uniform.
- 3. Caps shall not be worn with the Class A Dress uniform.
- 4. Un-authorized hats shall not be worn with a department uniform.

7.01.080

WATCH CAP: 07/13

The watch cap shall be a black knit cap with the word "SHERIFF" in gold lettering or "POLICE" in white lettering for contract cities on the front of the cap.

- a. Hats with a badge on the front of cap are not authorized.
- b. Watch caps shall be purchased at the individual deputy's expense.

7.01.085

WINTER CAP: 01/19

- 1. The winter cap shall be a black fleece-lined B. Dry© Trooper Cap.
 - a. Winter caps shall be worn with the campaign hat badge on the front of cap.
 - b. Winter caps shall be purchased at the individual deputy's expense.
 - c. Winter caps shall be authorized to be worn between October and April.

7.01.090

COLD WEATHER JACKET: 07/13

- 1. The cold weather jacket shall be either the black North Face jacket or the black performance soft-shell jacket.
- 2. All black soft shell jackets shall have a reflective black patch and gold lettering with "SHERIFF" for unincorporated patrol personnel or a reflective silver patch and black lettering with "Police" stenciled on the back for contract city patrol personnel.
- 3. The "SHERIFF" or "POLICE" patch is not authorized for the North Face jacket.

7.01.095

FOOTWEAR: 10/12

- 1. Regular Department Uniform.

- a. Authorized footwear shall be issued by the PMU.
 - b. All department members shall be issued one pair of polished dress shoes when hired. Upon completion of the basic academy, they shall receive one pair of department issued boots or equivalent.
 - c. Boots meeting the following specifications are authorized and a portion of the cost shall be paid by the department if the boot is purchased through a current department vendor.
 - Plain black polished finish.
 - Round toe.
 - Lace-up, with black laces and black eyelets.
 - Nine (9) inch minimum high top.
 - Either smooth or lugged rubber sole.
 - d. Deputies shall have one (1) pair of issued polished dress (high gloss) shoes to be worn on occasions when a dress uniform (i.e., wearing of hat and tie) is required.
 - e. Boots shall not be worn with the Class A Dress uniform.
2. Special Footwear for Medical Reasons.

Department members who require special footwear for approved medical reasons shall forward a doctor's note to their supervisor.

- a. An Officer's Report requesting the special footwear shall be submitted via chain of command to the PMU.
- b. The PMU shall set and provide guidelines to help the member obtain suitable footwear.

7.01.100

GLOVES: 07/13

1. Gloves may be worn with the uniform.
 - a. Gloves shall be black.
 - b. When directing traffic gloves may be either red or orange reflective.
 - Reflective gloves will be purchased by the individual deputy.
2. **Possession of "sap" gloves or any gloves loaded with weight is prohibited.**

7.01.105

RAID/HIDDEN AGENDA JACKET: 07/13

1. The Raid or Hidden Agenda jacket is designed to identify the wearer as a deputy/detective at the scene of an unusual event, such as serving a search warrant or a hostage incident.
2. It may be issued to deputies in plainclothes assignments with the approval of a Section Commander.
3. These jackets shall not be worn with the normal department uniform, nor is it to replace the normal uniform.
4. They may be worn as a means of identification when driving a marked car but not in uniform.

Design:

1. The standard Raid Jacket or Hidden Agenda Jacket shall be green or black, with a facsimile of the department badge on the left breast and the word "SHERIFF" in large gold across the back.

7.01.110

BANANOLA SHIRT: ~~07/13~~09/20

1. It shall be worn by all detectives during planned operations ~~high risk~~ (stops/contacts/arrests or search warrants, etc.) and shall be worn with a tactical vest carrier, or in the alternative, the Bananola shirt may be worn over a ballistic vest.
2. The word "SHERIFF" shall be in large ~~gold~~ silver reflective lettering on each forearm and across the back for easy identification.
3. PMU shall issue these shirts to detectives who perform planned operations (high risk stops/contacts/arrests or search warrants, etc.).

7.01.115

SAFETY VEST: 05/09

Department members shall wear the department issued safety vest at all times when controlling traffic or when hazardous traffic conditions exist, such as working crime scenes or traffic accidents and poor visibility exists due to road design, darkness, or inclement weather.

7.03.000 DUTY BELT AND SPECIAL EQUIPMENT

7.03.005

UNIFORM GUN-DUTY BELT: 05/1309/20

1. The uniform gun-duty belt with matching accessories can be black leather basket weave or nylon web.
 - Only department authorized web gear shall be worn.
2. The uniform gun-duty belt shall not be a mixture of nylon web and leather items and shall:
 - a. Completely conceal the trouser belt.
 - b. Have at least two (2) magazine or speed loader pouches for the primary weapon (commissioned members).
 - c. Be worn with a handcuff holder (commissioned members).
 - d. Be worn with a chemical irritant holder.
 - e. See GOM 7.03.025(5) for certain items which may be carried on the external vest cover in lieu of carrying them on the duty belt.

7.03.010

HOLSTERS: 02/18

1. The department shall supply holsters for all department owned weapons.
 - The department will not supply holsters for personally owned weapons.
2. Holsters for primary handguns worn on the duty belt, whether department or personally owned, will be at least level 2 as defined by the holster's manufacturer.
 - a. Holsters will be worn on the beltline of the duty belt.
 - A 1 ¾" drop holster attachment is authorized to accommodate the wearing of exterior or tactical vests.
3. Holsters for primary handguns when wearing plain clothes, whether department or personally owned, will have at a minimum:
 - a. Exposed to the public:

At least one active retention device beyond friction and be designed by the manufacturer for that particular handgun.
 - b. Concealed carry:

At least friction retention and be designed by the manufacturer for that particular handgun.
4. Cross draw holsters are prohibited.
5. Holsters, whether issued or personally owned, shall not be modified in any manner to affect retention.
6. Holsters that lose their integrity through normal wear will be replaced.
 - Personally owned holsters that lose their integrity through normal wear will be replaced at

the deputy's expense.

7. Taser Holsters (See section GOM 6.04.015).
 - a. Taser holsters shall be department issued only.
 - b. Taser holsters built into Class B Jumpsuits are not authorized.
 - c. A cross draw holster and carry is not permitted.

7.03.015

SOFT BODY ARMOR: 04/1909/20

Commissioned and limited commissioned members **shall** only wear department issued body armor vest that are within their warranty period or an individually purchased equivalent vest, as follows:

1. At all times in uniform – in either an internal or external carrier.
2. Plainclothes assignments:
 - To be worn during any known or potentially dangerous assignment and to be kept immediately available for use at all times when not being worn.
3. EXCEPTIONS:
 - a. Search and Rescue.
 - b. Marine Patrol (When on the water).
 - c. Bomb Disposal.
 - d. TAC-30 Unit (When wearing the department tactical vest).
 - e. Special events or assignments approved by either the Undersheriff or Division Commander.
 - f. Covert activities in which the wearing of the vest would either endanger the deputy's life or investigation.
 - g. ARFF personnel conducting actively engaged in firefighting duties
 - h. When wearing a dress uniform.

5. CLEANING PROCEDURES:

The following procedures should eliminate odors. If the odors persist after two months of following these procedures, the vest should be returned to the PMU for inspection or replacement.

- a. The vest should be cleaned after wearing it four (4) or five (5) times.
- b. Wipe the vest with a damp cloth using a small amount of soap and water.
- c. Wipe the vest with a clean, soap-less, damp cloth.
- d. Expose the vest to fresh air for several hours to dry it and to help remove any odor.
- e. The vest should be worn with a removable cloth cover, if provided.
 - The cover should be washed regularly.

The vest manufacturer advises that water, a water and detergent solution, or cleaning solvent can penetrate the vest at the seams, which reduces the effectiveness of the fibers by 20-25%. Therefore, deputies shall not:

- a. Machine wash or dry clean the vest.
- b. Immerse the vest in a detergent or dry cleaning solution.
- c. Immerse the vest in clear water.

If the vest becomes immersed in a liquid, even in clear water, forward it to the PMU for inspection.

6. VEST UPGRADES:

At the time of issue and at the members expense, vests may be upgraded from level 2 to level 3 and a portion of the cost shall be paid by the department if the vest upgrade is purchased through a current department vendor.

7. REPLACEMENT PROCEDURE:

Members shall complete a Quartermaster Property Replacement Form (KCSO Form #A-154) when their issued vest is approaching the end of its warranty period, so that a voucher for a new vest can be issued and a new vest obtained, from the department uniform vendor, prior to the old vest going out of warranty.

- Members may keep their most current out of warranty vest, in their assigned vehicle, for situations that may require an additional level of protection. All other out of warranty vest shall be turned into PMU.

7.03.020

EQUIPMENT REQUIRED:

07/13

1. **Badge and Identification Card:** Shall be carried by all commissioned members while on duty.

2. **Handcuffs and Key:** Shall be carried while in uniform and plain clothed assignments.

- a. Only Peerless, Smith and Wesson, or equivalent shall be authorized.
- b. The handcuffs may be blued or nickel-plated.

3. **Whistle:**

Uniformed deputies shall carry a police whistle.

4. **Baton or Asp:**

Uniformed deputies shall carry the baton or Asp in their vehicle immediately available for use or inspection.

- a. Wearing the baton or Asp shall be optional, depending upon the nature of the call.
- b. The baton shall be department-issue or personally owned of similar size and shape as department issue, and may be constructed of wood, alloy, or solid plastic.
 - Personal batons shall have prior department approval before being carried in the field.

5. **Flashlight:**

Uniformed deputies shall carry a working flashlight in their vehicles.

- a. The flashlight shall be a minimum of three (3) cells and a maximum of five (5) cells with either a two (2) or three (3) inch diameter head.
- b. Flashlights may also be rechargeable
- c. Flashlights may also be an LED variant
- d. A traffic wand may also be carried.
- e. The department does not supply flashlights or components.

6. **Pepper Spray:**

Uniformed members shall carry department issued pepper spray.

- Deputies wearing the uniform dress jacket shall be exempt.

7. **Timepiece:**

Deputies are required to ~~carry~~ have a reliable ~~timepiece~~ timekeeping device available while on duty.

8. **Tasers:**

(See section GOM 6.04.015).

7.03.025

SPECIAL EQUIPMENT: 04/19

The carrying or use of substitute or additional equipment not specified herein is unauthorized unless approved by either the Undersheriff or Division Commander.

- Approved substitute or additional equipment is the sole responsibility of the individual and shall not be replaced by the department beyond what is required by the Collective Bargaining Agreement.

1. **Knives:**

Deputies may carry a folding knife with a locking blade not exceeding five (5) inches.

- Knives, when worn on the uniform gun belt, shall be carried closed in a black sheath with a design equivalent to the gun belt.

2. **Side Handle Baton:**

Department approved side handle batons may be carried after successful completion of a basic course approved by the Training Unit.

~~a. The initial training shall be the deputy's responsibility, completed on his/her own time.~~

ba. Refresher training shall be in conjunction with in-service baton training.

- The side handle baton shall be constructed of alloy or solid plastic, twenty four (24) inches long.

3. **Collapsible Baton (Asp):**

Department approved collapsible batons may be carried after successful completion of a basic course approved by the Training Unit.

~~a. The initial training shall be the responsibility of the deputy, completed on his/her own time.~~

ba. Refresher training shall be in conjunction with in-service baton training.

- The collapsible baton shall not exceed twenty six (26) inches when fully extended.

4. **Duty Belt Suspenders:**

Duty belt suspenders may be worn by department members.

- a. They are purchased by the individual.
- b. Not authorized to wear with the Class A Dress uniform.

5. **External Vest Carriers:**

External vest carriers may be worn by all department members working patrol, other uniformed assignments and plain clothes assignments.

- a. External vest carriers issued for patrol, ~~and other uniformed assignments, and detectives will be issued or approved by PMU from an authorized vendor, the Safariland Bethell, black carrier with minimal webbing.~~

■ External carriers shall have gold 'SHERIFF' lettering on the back panel, gold deputy name patch on the right chest, gold 'SHERIFF' on the left chest and the metal department badge on the left chest. Contract city deputies will have the same placement of panels and they will replace "SHERIFF" with 'POLICE' in reflective silver. Only panels issued by PMU are authorized.

■ Configuration of equipment on the external carrier must be designed in a manner which does not obscure the panels, so the identifiers of "SHERIFF" or "POLICE" are clearly visible from the front and back panels. Unit supervisors shall periodically inspect their deputies to ensure compliance.

■ When worn by detectives during planned operations (stops/contacts/arrests or search warrants) the external vest carriers will be worn over a Bananola shirt; or in the alternative, the Bananola shirt may be worn over a ballistic vest.

- ~~b. External vest carriers issued for detectives and those in plain clothes assignments will be black, with minimal webbing, affixed with a badge patch on the left chest and large, gold printed patches with the word "SHERIFF" mounted on the front and back of the carrier. Contract city detectives will have the same placement of panels and they will replace "SHERIFF" with "POLICE" in reflective silver. When worn during planned, high risk stops/contacts/arrests or search warrants, the external vest carriers will be worn over a Bananola shirt.~~

- ~~eb.~~ Only the following equipment is authorized to be attached to the external carrier:

- Radio pouch and portable radio.
- Handcuff pouch (1).
- Pistol magazine pouch (1 double set).
- Small admin pouch (1).
- Tourniquet and holder (1).
- Small Flashlight (1).
- Taser (detectives and plain clothes assignments only; only during planned, high risk assignments).

- ~~ec.~~ The following shall NOT be worn on the external carrier:

- Any firearm.
- Taser.
- Knives.
- Rifle magazines.
- Shotgun shells.
- Morale patches.
- Any item that is not on the approved list.

6. Ballistic Helmet:

The ballistic helmet shall only be used during unusual "High-Risk" situations such as active shooters, high-risk search warrants, incidents where falling debris is a possibility, or when approved by a supervisor.

APPROVAL PROCESS FOR PERSONAL EQUIPMENT: 07/04

Department members desiring to use personal equipment shall obtain prior approval of the appropriate Division Commander.

1. Requests shall be submitted to the appropriate Division Commander via chain of command using an Officer's Report (KCSO Form #C-102).
2. Following approval or disapproval, the original shall be returned to the Property Management Unit via chain of command.
 - a. A copy shall be sent to the requestor.
 - b. A copy shall be retained in the requesting member's division personnel file.