

## UNIFORM POLICY

### I. PURPOSE

A. S.A.V. members must be in uniform when performing any S.A.V. duties that may have direct contact with the public. The purpose of this policy is to define the S.A.V. uniforms and the obligations of the S.A.V. and the S.A.V. members with regard to the uniform.

B. The uniform will be worn while performing S.A.V. duties, including, but not limited to, S.A.V. 10-100, Patrol, Bike Patrol, Bailiff, White Elephant Patrol, Mall Patrol, Finger Printing, P.C.S.D. Front Desk, S.A.V. Front Desk, ERT operations and Special Events.

C. S.A.V. members who graduated prior to March 1<sup>st</sup>, 2006, who did not receive reimbursement for their uniforms, and were initially assigned to the Administration Division, may wear the optional clothing described below, in section IV, while performing S.A.V. Front Desk duties.

D. Any member who has received the initial uniform reimbursement must wear the uniform while performing duties that require a uniform.

### II. GENERAL

A. All S.A.V. members shall conform to all applicable provisions of the P.C.S.D. Manual.

B. A graduate of the S.A.V. Training Academy shall purchase his/her uniform for graduation. The S.A.V. will reimburse an Academy Track I graduate a reimbursement of up to

\$550.00 for initial uniform purchase after the member completes 150 hours of approved service. A member assigned to the Field Operations Division will be reimbursed up to \$550.00 for initial uniform purchases after the member completes 250 hours of approved service. Each member shall be allowed reimbursement of up to \$275.00 after each additional five years of service. In all cases the member shall provide only original receipts as proof of purchase. Original receipts may be presented after the initial required hours of service or after every five years of service. Clothing may be purchased at any time and the receipts held until time for reimbursement. All requests for reimbursement shall be submitted to the Deputy Commander of Administration. (Reimbursement rates are effective 5/1/09).

C. All badges, patches, nameplates, identification cards, officer lapel pins, SHERIFF reflective safety vest and baseball-type cap are property of S.A.V and shall be supplied by the S.A.V. The items will be returned to S.A.V. when the member retires/resigns.

D. The P.C.S.D. Identification Card shall be supplied by the P.C.S.D. and shall be worn, or carried, by the S.A.V. member when not in uniform. The card must be easily visible when the member is in any P.C.S.D. or S.A.V. facility.

E. The S.A.V. polo/sweat shirt with the embroidered Assist Team badge may be worn in lieu of the visible display of the identification card while in S.A.V. facilities.

F. Faded uniforms or uniforms showing signs of wear, including the optional S.A.V. Front Desk clothing, will not be worn.

F. No portion of the S.A.V. uniform may be worn when off-duty.

III. Uniforms for graduates of the Training Academy shall comply with P.C.S.D. directives.

A. Uniform Shirt: The dress uniform shirt shall be the “Flying Cross” or “Mesquite” shirt or equivalent, with epaulets. Color shall be khaki. Sleeves may be long or short. Long sleeves shall be rolled down and the cuffs buttoned. Members initially assigned to the Field Operations Division will wear patches and name plate as described in Section III-G. The shirt to be worn by members assigned to the S.A.V. Administrative Division shall be embroidered with the Assist Team badge. The under shirt worn with the uniform shirt will be black in color.

B. Uniform Trousers: The uniform trousers shall be the “Flying Cross”, “Law Pro”, “Flechheimer” or “Wrangler” 100% polyester, without any designs or studs, or equivalent. Color shall be chocolate brown. Trousers legs shall be tailored to fall to the shoe top without break.

C. Footwear: The authorized footwear shall be the “Wellington” or “Chukka” type boot or low quarter shoes (oxfords). Footwear shall be black, military type with plain toe. Black socks shall be worn with the low quarter shoes unless otherwise authorized by the S.A.V. Commander.

D. Belt: The belt shall be plain black leather, one and one-half (1-1/2) inches wide, with a brass buckle. No other type belt shall be worn with the uniform.

E. Headgear: The authorized headgear shall be the baseball type cap, either mesh or solid crown, issued by S.A.V. Optional headgear such as the straw “Stratton” or “S-42” in chocolate brown color with gold cord and metal S.A.V. hat badge may be worn.

F. Special-weather gear: An outdoor jacket may be worn in cold weather. The U.P.C. Style #4149 jacket, chocolate brown in color, with removable liner, shall be worn and is available at Jeri’s Old Town Uniforms in Tucson. Wear of the fur collar is optional. The older “Fechheimer” (also called

“Breeze Bender”), chocolate brown in color, with removable liner, may be worn until no longer serviceable. A yellow rain coat with yellow rain hat is optional and may be worn when necessary.

G. Badges, shoulder patches, name plates and pins: No pin/symbols other than those listed below shall be worn. Replacement badges, patches, name plates and pins will be equivalent in design, size and style as the original.

1. Members initially assigned to the Administrative Division shall have the Assist Team badge embroidered above the left breast pocket of the shirt. Members initially assigned to the Field Operations Division shall wear the metal badge, issued by the S.A.V., centered above the left breast pocket on the uniform shirt.

2. The cloth nametag shall be worn above the right breast pocket of the uniform jacket.

3. The Green Valley S.A.V. shoulder patch shall be worn on the left and right sleeves, one inch below the shoulder seam on all shirts and jackets.

4. The whistle shall be gold or silver in color with a gold colored snake chain. The chain shall be attached to the right shoulder epaulet of the uniform shirt. Any excess chain shall be tucked into the pocket of the shirt. Members initially assigned to the Administrative Division will not wear the whistle and chain.

5. The metal nameplate, brass with black lettering, shall be worn centered over and one-quarter (1/4) inch above the right breast pocket of the uniform shirt.

6. The “Hours of Service” award pin, when awarded, will be worn above the nameplate, centered and one-quarter (1/4) inch above the nameplate.

7. E.R.T. Pin: The E.R.T. pin shall be worn ¼” above and centered over the “Hours of Service” pin.

8. Optional Uniform Articles: The member may wear any of the four items listed below:

a. American Flag pin, not to exceed 1” in height or width, centered and spaced with a ¼” gap above all other pins.

b. “Years of Service” award pin, awarded for years of service, shall be worn ¼” above the ERT or Hours of Service pins.

d. Members who received the IACP Volunteers in Police Award pin may wear the pin, on the right shirt pocket flap to the wearer’s left of the button.

e. Sheriff’s Commendation Award, for 10 years and 5,000 hours of service, may be worn on the right front shirt pocket on the wearer’s right of the button.

Note: See attachment 1 for proper placement of pins.

9. Lapel Pins: Lapel pins shall be worn centered on the shirt lapel just above the lapel seam.

10. Car Commanders shall wear the gold colored Car Commander star centered on the flap of the right shirt pocket.

11. S.A.V. 10-100s shall wear the dual gold colored stars centered on the flap of the right shirt pocket.

#### IV. Optional Clothing for S.A.V. Front Desk Duties.

A. The S.A.V. Front Desk is a critical area for first impressions when the public enters the building. The appearance,

professionalism, demeanor and helpfulness of the S.A.V. member volunteer at the front desk is important to the success of the S.A.V. mission as an organization whose primary purpose is crime prevention and support of the Pima County Sheriff's Department. Members performing S.A.V. Front Desk duties are in direct contact with any individual walking in the front door and are part of that first impression. To present a professional image of S.A.V., the S.A.V. Front Desk personnel now assigned are encouraged to wear the uniform. An S.A.V. Front Desk member who was initially assigned to the Administrative Division prior to March 1st, 2006 may wear the following clothing while performing S.A.V. Front Desk duties.

1. Shirt shall be the S.A.V. polo shirt with collar, short or long sleeve, with the embroidered Assist Team badge. If worn outside the slacks or skirt, it should not extend more than four inches below the waistband.

2. Slacks/skirts (not to include shorts/skortts) shall be dark colored brown, black or navy blue.

3. Socks/hose are required.

4. "Flip-Flops" or similar footwear are not allowed.

5. S.A.V. shall initially purchase two polo shirts for S.A.V. Front desk members qualified for this clothing option.

6. The nameplate, Hours of Service pin, and optional pins will be worn on the right side of the polo shirt and in accordance with paragraph III-G above.

V. Emergency Response Team Uniform:

- A. The Emergency Response Team Uniform shall be provided by S.A.V.

B. Patches and Name Tags: The winter and summer uniforms shall have:

1. A Green Valley shoulder patch worn on the left sleeve one-half (1/2) inch below the shoulder seam.

2. An Emergency Response Team patch worn on the right sleeve one-half (1/2) inch below the shoulder seam.

3. The cloth Assist Team badge worn one-quarter (1/4) inch above the left breast pocket.

4. The cloth nametag worn one-quarter (1/4) inch above the right breast pocket.

C. Footwear: The member shall provide footwear. High top, desert type boots are recommended.

D. Other Equipment: Other equipment issued by the S.A.V. shall consist of:

1. ERT uniform shirt.

2. ERT uniform summer polo shirt.

3. ERT uniform pants.

4. One traffic vest, with flasher.

## VI. Bike Patrol Uniform

A. The Bike Patrol uniform shall consist of the following items:

1. Tan S.A.V. polo shirt with the badge and 'Bike Patrol' embroidered on the left front.

2. Black bicycle riding pants or shorts.

3. Safety helmet designated by the Bike Patrol manager.

4. Black shoes with black socks.

5. SHERIFF reflective safety vest.

6. Optional gloves designated by the Bike Patrol Manager.

7. Black equipment belt (optional).

## VII. Replacement of Damaged Uniform and Personal Effects

A. Departmentally sanctioned uniform equipment and personal effects may be replaced or reimbursed by the S.A.V. when rendered unserviceable due to damage or loss incurred in the line of duty, above and beyond normal wear. The item in question must be taken to the Division Director for approval to replace or authorization to purchase a replacement. The worn or damaged item will be given to the Division Director for destruction. All reimbursements will require a paid receipt.