

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
February 15, 2017	BUREAU-WIDE	PERSONNEL	B.1
SUBJECT: UNIFORM REQUIREMENTS, DRESS AND APPEARANCE FOR COURT SERVICES BUREAU PERSONNEL			PAGE 1 OF 1

Purpose:

To establish uniform and apparel requirements for sworn and professional staff in the Court Services Bureau (CSB).

Policy:

All Court Services Personnel, both sworn and professional staff will comply with the grooming and uniform standards as set forth in Department Policy and Procedures Sections 3.11, 3.12, 3.13, and 3.29 with the addition of the bureau-specific requirements listed herein.

The following specifications apply to the Court Services Bureau above the general standards.

Procedure:

- I. Deputies and CSOs assigned to CSB
  - A. Class B or C uniform with metal name tag and badge.
  - B. Any department authorized uniform jacket or black uniform sweater as outlined in Department Policy & Procedures 3.12.
  - C. Department issued soft body armor.
  
- II. Deputies assigned to a court holding area:
  - A. Class B or C.
  - B. Any department authorized uniform jacket or black uniform sweater as outlined in Department Policy & Procedures 3.12.
  - C. Cloth badge and name tag is optional.
  - D. Department issued soft body armor is optional.
  
- III. Sworn and non-sworn supervisors, investigative positions, professional staff, and deputies and CSOs assigned to the Field Services Division will comply completely with the requirements in Department Policy and Procedures Sections 3.11, 3.12, and 3.13 with no bureau-specific deviations.