



COC Initial Request

**COUNTY OF LOS ANGELES
SHERIFF CIVILIAN OVERSIGHT COMMISSION**

World Trade Center
350 South Figueroa Street, Suite 288, Los Angeles California 90071

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October 23, 2019

To: Lt.
Los Angeles County Sheriff Department

From: Ingrid Williams
Sheriff Civilian Oversight Commission

REQUEST FOR UPDATED POLICY AND OTHER INFO RELATED TO TATTOOS:

We are requesting the latest policy on tattoos, if updated and different from that posted online (<http://shq.lasdnews.net/shq/mpp/3-01.pdf> pg. 58). Also please provide responses to the following:

- a. Has there been any training on the policy?
- b. What is the mechanism to enforce the policy?
- c. What happens if there is a violation of the policy?

REASON FOR REQUEST:

The Civilian Oversight Commission ad hoc committee on deputy subgroups is studying best practices on policies related to tattoos and would like to review the current LASD policy and make recommendations if necessary.

WHEN SPECIFIC INFORMATION IS NEEDED:

Please forward approval of requests to the contact person listed below if possible by **November 12, 2019**.

CONTACT PERSON:

Please feel free to contact Christine Aque at should you have any additional questions or concerns.

Please cc M. Ingrid Williams at correspondence.

on all

Department E-Mail Response

From:
Sent: Thursday, December 5, 2019 1:44 PM
To: Williams, Ingrid
Cc: Wilson, Michele
Subject: RE: COC Request: LASD Tattoo Policy
Attachments: COC Response Ltr - Tattoo Policy.pdf; TATTOO policy.docx

Good afternoon Ingrid,

Please see the attached response mailed yesterday.

Thanks,



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF



December 3, 2019

Ms. Ingrid Williams
Sheriff Civilian Oversight Commission
350 South Figueroa, Suite 288
Los Angeles, California 90071

Dear Ms. Williams:

RESPONSE TO POLICY RELATED TO TATTOOS

The Professional Standards Division received your correspondence dated October 23, 2019, and was tasked with researching your "Request for Updated Policy and Other Information Related to Tattoos."

The Department's current tattoo policy is contained within the Department's Manual of Policy and Procedures (MPP), Section 3-01/050.80, Grooming and Dress Standards. This policy was incorporated in the MPP on April 1, 1996. The section referencing tattoos was added on November 30, 2005, and was implemented on March 1, 2006.

In your correspondence, you referenced three questions related to Department policy:

- a.) Has there been any training on the policy?
- b.) What is the mechanism to enforce the policy?
- c.) What happens if there is a violation of the policy?

Response to Question a.

There has been no formal Department-wide training provided regarding this policy. Nevertheless, when the policy was revised November 30, 2005, the implementation date was purposely delayed for three months to allow for briefings to be conducted at each Department Unit, and, additionally to provide Department members time to acknowledge, organize, and allow them to fully

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understand the policy change. During this time period, this policy change was also released Department-wide via emails on multiple occasions.

Response to Question b.

As with many Department policies, enforcement of the restrictions on tattoos, as well as the requirements to keep them covered lies with the individual supervisors, managers, and command staff. Enforcement of the policy may be initiated with a verbal warning or counseling, progress to a performance log entry, and ultimately lead to an administrative investigation.

Response to Question c.

The Guidelines for Discipline regarding grooming and dress standards is categorized as a written reprimand to ten days without pay. Factors influencing discipline, of course, would be dependent on the egregiousness of the violation and any exacerbating circumstances. For instance, if the employee had been warned on more than one occasion, received multiple complaints from citizens regarding tattoos and/or dress standards, refused a supervisor's request/order to cover their tattoos, discipline would be progressively more severe or could lead to a separate charge of insubordination if warranted.

In checking the Department's Performance Recording and Monitoring System (PRMS), there have been no violations of the Department's tattoo policy. The inference to be drawn is that Department members are adhering to the policy, and/or if given a verbal warning they are correcting the issue.

Our Department takes the issue of subgroups and associated tattoos very seriously. To this end, the Department has additionally written new policy, MPP Section 3-01/050.83, "Employee Groups Which Violate Rights of Other Employees or Members of the Public." This policy references tattoos and symbols as being often associated with "deputy cliques" or "subgroups." This policy is still in the meet and confer stages with the employee's unions. The next meeting is set with the Association for Los Angeles Deputy Sheriffs on December 9, 2019.

Enclosed is the Department's current tattoo policy with a list of revision dates contained at the bottom of the policy, and the pertinent Guidelines for Discipline page referencing Grooming and Dress Standards.

Ms. Ingrid Williams

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December 3, 2019

Should you have any questions or are in need of additional information, please contact the Professional Standards Division, Commander Scott Johnson, at

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY ~~K~~ MURAKAMI
UNDERSHERIFF

DISCIPLINE AND EDUCATION GUIDE

SECTION	TYPE OF VIOLATION	SPECIFIC VIOLATION	DISCIPLINARY OPTIONS	EBD OPTIONS
3-01/050.20	Duties of All Members	Failure to take appropriate action on the occasion of a crime, disorder, other condition deserving police attention	W/R to discharge	B
		Absence without leave	W/R to discharge	E
		Unnecessary absence from an assigned area during tour of duty	W/R to discharge	A
		Failure to carry required equipment	W/R to 5 days	B
		Excessive or patterned absenteeism	1-5 days	A
		Careless/Negligent handling of weapon resulting in discharge of weapon	1-5 days	B
		Careless/Negligent handling of weapon resulting in discharge of weapon: Alcohol-related	15 days to discharge	A
3-01/050.20	Duties of All Members	Erroneous Releases	W/R to 5 days	B
		Failure to follow instruction/orders	1-5 days	A
3-01/050.30	Off-Duty Incidents	Failure to notify the Department of an off-duty incident	3-10 days	E
		Conduct off-duty which causes embarrassment to the Department	W/R to discharge	A
		Conduct off-duty which causes embarrassment to the Department: Alcohol-related & belligerent/uncooperative with law enforcement	15 days to discharge	A
				D
3-01/050.45	Punctuality			
		Excessive tardiness	1-5 days	A
3-01/050.50	Absence			
		Misuse of sick time; abuse of sick leave	1-3 days	A
		Excessive or patterned absenteeism	1-5 days	A
		Unauthorized absence	1-10 days	A
3-01/050.65	Shooting Requirements			
		Shooting requirements	W/R to 3 days	B
3-01/050.70	Failure to Shoot			
		Failure to shoot	W/R to 3 days	A
3-01/050.80	Grooming and Dress Standards			
		Grooming and Dress Standards	W/R to 10 days	A
3-01/050.85	Fraternalization			
		Fraternalization with an inmate	Discharge	
3-01/050.90	Prohibited Association	Smuggling of contraband into a custody facility	Discharge	
		Prohibited association with person(s) of a "notorious" reputation in the community	Discharge	

A: Problem-Solving/Self-Management
B: Skill Enhancement

C: Boundary Recognition
D: Substance Misuse/Abuse Awareness

E: Character Reinforcement
e: External Factors



3-01/050.80 GROOMING AND DRESS STANDARDS

Any or all of the following guidelines may be inapplicable to an employee as appropriate with the express approval of the concerned Division Chief or Director.

Members shall keep their persons clean and sanitary by frequent bathing. Proper barbering shall be practiced.

Official uniform and/or business attire shall always be kept as clean and neat as possible. Leather accessories shall be kept dyed and clean, metal parts shall be shined, and weapons shall be kept clean and serviceable.

Members on duty shall present a professional appearance when representing the Department in court, administrative duties, conventional investigative and staff assignments and other Departmental business activities. Clothing worn by employees while performing in any of these capacities shall be limited to the prescribed uniform or appropriate business attire.

HAIR GROOMING STANDARDS

Uniformed Male Personnel

Hair shall be neat, clean, properly trimmed and well-groomed at all times while on duty. The hair shall be moderately tapered and may touch the shirt collar, but not extend below it. Wigs or hairpieces are permitted if they conform to the above hairstyle standards. Hairstyles and/or wigs and hairpieces shall not interfere with the normal wearing of any regulation headgear.

Sideburns shall be trimmed so as not to extend below the bottom of the earlobe and shall end in a clean shaven horizontal line. The flare or terminal portion of the sideburn shall not exceed the width of the main portion of the sideburn by more than one-fourth (1/4) the unflared width.

Mustaches shall be neatly trimmed and groomed and shall not extend below the upper lip line or corners of the mouth. Mustaches shall not extend to the side of mouth by more than one-half (2) inch beyond the corners of the mouth.

Beards shall not be permitted.

EXCEPTION: Uniformed civilian personnel (e.g., Facility Administration crafts personnel, Custody Assistants and Law Enforcement Technicians) who held status in their current classification before May, 1989, and who then had worn a beard, may continue to do so providing it is neatly trimmed and groomed.

Uniformed Female Personnel

Hair shall be kept clean, neat and well groomed at all times while on duty.

The hairstyle shall not be worn in a manner which will jeopardize the safety of the Deputy,

cause a hindrance in the performance of her duties or interfere with the use of standard headgear. The style shall allow quick placement of and ensure proper seal of emergency headgear, i.e., helmet, gas mask, airpack mask. It shall not extend below the collar or below the eyebrows.

All sworn female personnel in non-uniformed line positions, i.e., detective assignments, shall adhere to the same grooming standards as those in uniformed assignments.

Sworn female personnel in support/staff assignments shall maintain a professional appearance.

The above standard shall be adhered to and enforced by all Unit Commanders.

Male Civilian Personnel

Members' hair shall not extend past the top of the shoulder nor below the eyebrow line on the face. Beards and mustaches are permitted, but must be neatly trimmed and well groomed. Wigs or hairpieces are permitted if they conform to these standards.

Female Civilian Personnel

Members' hair shall be neatly styled, trimmed and well groomed. It shall not be of a style, length or artificial color which is offensive to the general public. Wigs or hairpieces are permitted if they conform to these standards.

Tattoos

While on duty and wearing any Department-approved uniform or appropriate business attire, members are prohibited from exhibiting any tattoo, branding, or other form of body art which may be seen by another person.

Members who have a tattoo referenced above shall completely cover the tattoo with a skin-toned patch, long-sleeved uniform shirt, or other material which may be formally approved by the Department.

NOTE: Personnel participating in specific investigations in which visible tattoos may assist in developing investigative credibility may be exempted from the provisions of this section with the expressed written consent of the Undersheriff.

EXCEPTION: Employees assigned to Detective Division may receive approval from the Detective Division Chief.

DRESS STANDARDS

Uniforms

The uniform tie is not required for regular daily field assignments; however, under certain circumstances, the Division Chief or Director shall have the option to require the wearing of a

tie, e.g., court bailiffs, funeral honor guard or ceremonial occasions. When tieless, Deputies shall allow only the top (collar) button to remain open.

Partisan political emblems, symbols of fraternal or service organizations, badges and/or emblems of any kind, other than Department authorized awards, shall not be worn. While on uniform duty, with the exception of the "Medic Alert" bracelet or necklace, jewelry shall be limited to rings and watches. Uniformed female personnel are permitted to wear small stud earrings.

Uniformed Female Personnel

Appropriate undergarments, including brassiere, shall be worn.

Uniformed Male Personnel

There is no restriction on the exposure of an undergarment with the open collar shirt, providing the undergarment is clean, white, and has a standard round or "V" collar—no turtlenecks.

The only uniform jacket that requires a tie, with a long sleeve shirt, is the Class A dress jacket.

Business Attire

Male personnel shall wear a business suit or sports coat and slacks with conventional shirt and tie.

Female personnel shall wear a dress, dress suit, skirt and blouse, pantsuit or blouse and pants appropriate to a businesslike appearance.

At the direction of the Unit Commander, personnel may wear appropriate business or other suitable attire for their position. All clothing items shall be clean, neatly pressed, and serviceable at all times.

Jewelry

No visible necklaces, bracelets, or anklets shall be worn while in uniform. Female Deputies with pierced ears are permitted to wear a single stud earring (no larger than 3/8" in diameter) in each ear lobe. All other visible jewelry shall be limited to rings and watches.

Body piercings (except those specifically outlined in this section) including but not limited to nose rings, tongue rings, eyebrow rings, or any other form of ornamentation visible or affixed in a position which may be seen by a member of the public are expressly prohibited.

The Medic Alert necklace and bracelet shall be exceptions to the above regulations.

The aforementioned dress standards shall be adhered to and enforced by all Unit Commanders.

Additional Guidelines - Unacceptable Attire

Deputy Personnel

- shirts outside trousers;
- "shirt jackets;"
- "blue jeans" type suits or pants; and/or
- "Aloha" type shirts.

All Personnel

- see-through fashions, without appropriate undergarments and other fashions wherein the absence of appropriate undergarments is unduly distracting; and/or
- excessively tight slacks.

Supervisor's Responsibilities

Supervisors shall ensure all personnel comply with the provisions of this policy.

Unit Commander's Responsibilities

Unit Commanders shall ensure periodic inspections of subordinate personnel are conducted to ensure compliance with the provisions of this policy.

Revised 08/10/18

Revised 12/12/13

Revised 01/17/13

Revised 08/03/12

Revised 11/30/05 (Implementation March 1, 2006)

Revised 04/15/02

04/01/96 MPP