



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Employee Dress Code			Article: 1409
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

Members of the Kern County Probation Department including managers, supervisors and clerical employees must present a neat, well-groomed professional appearance that inspires confidence in the public that services will be performed in a competent and impartial manner. Staff attire is to be moderate with extremes in grooming and dress to be avoided.

Deputies who make Court appearances are expected to conform to the standards of the Court. It is recognized there are assignments, positions and roles within the department that require specialized or identifiable clothing as follows:

I. UNIFORMED STAFF

Designated employees of the Probation Department are required by Departmental regulations to wear specific uniforms. The Department will determine the type and number of uniforms to be issued as well as the methods and amounts for procurement. Uniforms shall be worn only during on-duty hours and when necessary to travel incidental to duty unless authorized by the Chief Probation Officer.

A. Guidelines:

1. All buttons will be in place and firmly attached.
2. All leather gear shall be properly worn, kept dyed, and free of obvious abrasions.
3. Shoes or boots are clean, polished if appropriate, and the heels and soles shall be in good condition.
4. The uniform shall be kept clean and properly pressed.
5. All shirttails are to be worn neatly tucked inside pants.
6. No item or article shall be repaired, mended or darned to the degree it is distracting or causes the uniform to appear overly worn and unprofessional.

B. Responsibility and Replacement

Departmentally issued equipment and clothing is county property and will be maintained in a clean serviceable condition at all times. Items shall be replaced when they are so worn or damaged they present an unacceptable appearance. A supervisor's review and approval will be required before replacing county issued equipment. Items in need of repair will be returned to the Juvenile Hall Warehouse.

Damage as a result of misuse or improper care will be the responsibility of the employee.

C. Institution Staff

1. Permanent Juvenile Correction Officers who work within any of the institutions shall wear khaki pants and a polo shirt bearing Departmental markings.
 - a. Certain employees may be excused by the Probation Division Director from wearing certain items of uniform clothing or equipment when the removal of these items may protect the individual from possible injury or when the individual's assignment is such that it would cause the equipment or clothing probable damage.
 - b. Changes regarding the appearance of the uniform can be made only with the approval of the Probation Division Director.
2. Juvenile Correction Officer Maintenance staff at Camp Erwin Owen will be issued khaki shirts, bearing departmental emblems and identification, in place of polo shirts.
3. Extra-Help Juvenile Correction Officers in institutions will be issued only the shirt portion of the uniform but will be expected to purchase, wear and care for additional items as outlined in this policy.
4. Juvenile Correction Officers in the Work Program portion of the Special Services Team (SST) unit will be issued khaki shirts bearing departmental emblems and identification.

D. Vest Carrier, Patches and Chevrons

The Department shall provide patches and chevrons for uniforms. Designated armed staff will follow the following regarding vest carriers to ensure a uniform and professional appearance:

1. Vest carrier maintenance is the responsibility of each officer.

2. All carriers shall have the same identifiers and in the same location as indicated below, except for an American flag. The flag may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing and should be worn on the left lapel near the heart.

No other patches are authorized. Pouches may be placed to accommodate the staff's equipment in a comfortable manner without displacing any of the patches below.

CARRIER PATCH PLACEMENT SHALL BE AS FOLLOWS:

1. Large Probation patch will be located on the top of the back.
2. Small Probation patch will be located on the right upper chest.
3. Officers name patch will be located on the right chest, under the small Probation patch.
4. Official Probation Star will be located on the left chest.
5. For designated field training officers, the FTO patch will be placed on the upper chest area.

E. Armed Probation Staff

Armed staff may be issued a polo shirt with appropriate emblems and identification. This shirt shall be worn during periods of duty as directed by the Probation Division Director.

II. RETURN OF UNIFORMS AND EQUIPMENT

- A. Whenever any employee retires, resigns, is discharged or laid off, they shall surrender to their immediate supervisor all property assigned to them.

III. NON - UNIFORMED STAFF (SWORN AND NON-SWORN)

A. General

1. Employees will be well groomed and wear clothing that is neat, clean and pressed. Additionally, employees shall be dressed with regard to safety and appropriateness to the job.

2. Any clothing that is physically revealing (i.e. see through, excessively open, low cut, bare midriff, excessively loose/tight fitting, underwear exposed) is not acceptable for the work place.
3. Unacceptable for both male and female: gym clothes, rumpled or ripped clothing, shorts, underwear as outerwear and non-traditional hair color or styles. Non-traditional hair color is a color, which is not within the range of colors that is considered naturally occurring. Non-traditional hairstyle is a style which is not within local community standards or is of such a nature that it evokes a negative response from our clients or by its nature poses a potential safety and security risk.
4. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches and beards should be neatly trimmed.

B. Male Dress

1. Dress slacks, including 'Dockers' style pants.
2. No jeans of any style.
3. If pants have belt loops, a belt shall be worn.
4. Dress shirt or polo shirt shall be tucked into pants waistband.
5. Suit and tie or sport coat and tie are required for Court appearances.
6. Hats: Except where necessary for protection from the elements, hats and head wear are generally inappropriate for non-uniform dress.
 - a. When a hat is necessary, it shall be clean, in good repair, and free of any slogans or logos.
7. Footwear appropriate for the outfit is required and must not interfere with job duties or safety standards.
8. No sandals, thongs (leather or rubber), clogs, metal taps, soft-soled moccasins, wooden-soled shoes, slippers, sport or running shoes, or bare feet.
9. No shoes with heels or platform soles in excess of three inches measured from the inside of the heel.
10. No sweat suits, jogging suits or gym clothing except when necessary for In-Service Training classes.

11. Employees may wear clothing contrary to the above with the approval of their Division Director.

C. Female Dress

1. Female employees may wear pantsuits, dresses, skirt and blouse, or dress slacks, including 'Dockers' style slacks (no jeans of any style or pants with patch pockets).
2. No strapless, spaghetti strap, backless, halter tops, tank top or tube top dresses or blouses unless covered by a jacket at all times while on duty. Conservative judgment is to be exercised in clothing with slits or vents.
3. No miniskirts or excessively short dresses. The unit Supervisor or Division Director can use their discretion to prohibit a particular clothing item.
4. Hats: Except where necessary for protection from the elements, hats and head wear are generally inappropriate for non-uniform dress. When a hat is necessary, it shall be clean, in good repair, and free of any slogans or logos.
5. Hosiery, if worn, shall be professional.
6. Footwear appropriate for the outfit is required and must not interfere with job duties or safety standards. Sandal wear of a professional appearance may be worn. No thongs (leather or rubber), clogs, metal taps, soft-soled moccasins, wooden-soled shoes, slippers, athletic shoes or bare feet. No shoes with heels or platform soles in excess of three inches measured from the inside of the heel.
7. No culottes, 'skorts', capri pants, leggings, or tights worn as outer garments.
8. No shorts (including Bermuda shorts and biking pants).
9. No sweat suits, jogging suits or gym clothing except when necessary for In- Service Training classes.
10. Employees may wear clothing contrary to the above with the approval of the Division Director.

IV. **ALL EMPLOYEES**

- A. TATTOOS, BRANDING, PIERCINGS, SCARIFICATION, BODY IMPLANTS:
1. Employees while on-duty shall not display any tattoos, branding, scarification, dermal punching, or body implants.
 - a. For purposes of this regulation, body implants pertain to objects inserted beneath the skin resulting in a visible protrusion of the skin outlining the object.
 - b. For purposes of this regulation, dermal punching is the removal of tissue for the insertion of jewelry or other objects.
 - c. Any visible tattoos, brandings, scarification, or implants, must be covered by wearing an approved uniform, appropriate non-uniform clothing, or a neutral skin patch or bandage (e.g. ace bandage or Band-Aid) that covers the tattoos, brandings, scarification, or implants.
 2. Facial tattoos, whether covered or not, are prohibited
 3. Facial piercings are prohibited. Any employee having facial piercings must remove them while at work. Ear piercings are the exception and are acceptable, but all employees are advised of the safety issue when dealing with some clients. Long or dangling jewelry may be deemed inappropriate for safety reasons and the employee may be asked to remove them.