

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

DUTY DRESS STANDARDS, UNIFORM REQUIREMENTS, GROOMING

Purpose:

The purpose of this procedure is to: (1) Provide descriptions of all authorized dress and/or uniform styles, and (2) Provide guidelines for all probation activities by prescribing uniform wear or dress standards in order to present a uniform professional image and promote safety. Probation employees are expected to dress in a professional and appropriate manner at all times.

Definitions:

Body Art: Physical alteration or modification by means including but not limited to tattooing, piercing, stretching (including earlobe), branding, beading/implantation or scarification. Piercings include but are not limited to nose, tongue, eyebrow and lip.

Class A: Is a formal dress uniform consisting of: a navy blue matching uniform dress pants and a long sleeve shirt, matching blue uniform jacket and tie, patent leather uniform shoe, or black boot, all leather dress: belt, duty belt, holsters, magazine pouch and cuff case, white gloves and an Air Force Professional Dress Duty Cap, commonly known as a "seven point cap". Stripes and hash marks shall be worn on the sleeve or as a pin on the collar to display rank and seniority. A shoulder patch of department identification and name tag/pin shall be worn. The jacket and or cap may or may not be worn based upon the occasion/event. Short sleeved shirts shall not be worn for Class A dress attire, however may be utilitarian in use.

The Class A long sleeve dress uniform is intended for ceremonial use, public events where it is important to convey a department image of professionalism and identification with the law and justice community, or formal functions where department identification among other uniformed officers is necessary.

Class B: Class B is a non-uniform, business formal appearance dress style commonly referred to as "business formal" intended for court appearances, public appearances or presentations, business meetings, or events where a highly professional image is important. Suits, or sport coats, slacks, a tie for men; suits and dresses for women, dress-style footwear, sweaters or sweater vests, heavier jackets, or other seasonal variations may be worn.

Class C: Class C or "business casual" is intended for office work, non-intensive fieldwork or training, limited public appearances, presentations, casual meetings, limited or no interaction with the public or office work. Slacks or cotton-blend dress pants, dress shirt, turtleneck, collared casual shirt, or collared golf/sport shirt including the department issued duty shirt, sweaters, and casual jackets, dresses, and skirts. The length of dresses or skirts should be no shorter than mid-thigh when seated. Foot wear is less formal, and may include casual shoes.

Class D: Is a department issued uniform intended for fieldwork and DCB facility operations where contact with probationers/clients is expected. Department issued black Tactical Battle Dress Uniform pants (BDUs), a department duty shirt, a black belt, BDU belt loops, keepers used in conjunction with a duty belt, duty boot or all black athletic shoes (including sole & laces) for PCOs regardless of assignment. Safety equipment or a duty belt should be worn with the Class D. The Class A uniform with the corresponding short sleeve shirt may be worn.

Duty Boots: Boots designed to provide a combination of grip, ankle stability, and foot protection suitable for field work where officers may encounter a variety of unknown environments or terrains. They are traditionally made of hardened and sometimes waterproofed material.

Duty Shirts: A polo/golf style collared sport shirt, either long or short sleeved, with a gold embroidered probation badge on the upper left breast, with the lettering "San Bernardino County," arched over the seal, and the rank (PCO, PO etc.) or assignment (FAST, etc.) embroidered horizontally beneath the seal and may or may not state "Probation" on the back. The appropriate duty shirt will be assigned pursuant to classification. Sworn staff shall wear duty shirts tucked in at all times.

Hash Marks: Are a single (one stripe for each five-year period of continuous service) or multiple stripe patch sewn at a slight angle just above the cuff on Class A shirts and jackets or Class D long sleeve duty shirts.

Identification Badges: Only employees/volunteers of the Probation Department are issued departmental identification badges at the time of hire. These badges are to be used only for identification purposes during the course of employment. They are the property of the Department.

Insignia of Rating: Any wording, pin, or emblem to designate a particular assignment within a rank or special training or skill. It may augment established uniform regulations, but shall not interfere or alter the uniform requirements and shall be approved by the Chief Probation Officer or designee.

- PCS I/POIII: 2 chevrons
- PCS II/SPO : 3 chevrons
- DD I: Single gold bar
- DD II: Double gold bars
- DCPO: 2 gold stars
- ACPO: 3 gold stars
- CPO: 4 gold stars

Unstructured Cap: A black baseball-type cap, with no rigid material to raise the crown of the cap. The cap may be plain or contain Department approved lettering. No sports teams/emblems are allowed. The cap is to be worn in the manner intended, with the bill forward, across the brow.

Responsibilities:

- I. All San Bernardino County Probation Department Employees shall:
 - A. Wear their department issued I.D. at all times (Class B and C dress only):
 1. In full frontal view.
 2. While entering/remaining in county, department or private provider buildings.
 3. In conjunction with Department issued break away lanyards only.
 - B. Be responsible for the security of all uniform components bearing department identification and/or badges.
 - C. Report stolen or misplaced uniform components with department identification and/or badges to their immediate supervisor, the department safety/equipment officer, and local law enforcement where the theft or loss occurred.
 - D. Promote an image that the department has no sectarian interests.
 - E. Maintain appropriate grooming and hygiene. Maintain clean and neatly groomed professional hairstyles, beards, sideburns, and mustaches.

Duty Dress Standards, Uniform Requirements, Grooming

- F. Jewelry must be appropriate so as to not detract from a professional appearance. All facial piercing jewelry is prohibited.
- G. While on duty, staff are prohibited from exhibiting or displaying (or allowing to be visible) body art. These objects are to be completely covered by articles of clothing, however;
 - 1. A skin-colored patch not exceeding three (3) inches by three (3) inches may be used to cover body art, only if the object is completely covered by one (1) patch.
 - 2. Skin-colored cosmetic makeup may be used to cover body art if the object is completely covered, and not merely "faded" or "blurred."
- H. Assure clothing/uniforms are neat, clean, pressed/ironed, well-fitting, in good taste and repair.
- I. Dress in Class A-D dress styles, as appropriate.
- J. Be issued uniform items consistent with their classification, assignment, etc. at their request.
- K. Ensure that their duty shirts are appropriately adorned, per their rank.
- L. Not wear BDUs, Duty Shirts or tactical vest that have not been department issued and/or approved.
- M. The following attire is unacceptable at any time:
 - 1. Denim material or jeans of any color (excluding II.E.1-3 & F).
 - 2. Overalls or coveralls.
 - 3. Shorts, except department issued black tactical shorts.
 - 4. T-shirts, jerseys, or any apparel with graphics including logos related to sports teams.
 - 5. Gym or sweat pants (excluding CORE), workout gear, uncovered spandex pants/leggings, sweat or dojo type headbands.
 - 6. Spaghetti straps, unless covered by a jacket, blouse, or other outer garment; shirts that expose the stomach or midriff area, halter or tube shirts, see-through or fishnet tops.
 - 7. Revealing low-cut front or low back attire.
 - 8. Excessively tight fitting or oversized (baggy or sagging) garments.
 - 9. Sandals in the style of "flip-flops" or "thongs".
 - 10. All

II. Sworn Staff shall:

- A. Report for their assigned tour of duty attired in Class A-D dress, as appropriate for their specific job duties, and/or as directed by supervisory staff.
- B. Be issued Class D's:
 - 1. PO I/II/III: Five (5) duty shirts and pants (BDU)
 - 2. PCO, PCS I/II, SPO: Five (5) duty shirts and pants (BDU, two of which may be shorts)
 - 3. DD I/II, DCPO, ACPO and CPO: The minimum number of uniforms assigned to administration staff may be the same as assigned to all sworn staff.
- C. Report for court functions when giving testimony and/or subpoenaed in Class A, B or D duty dress.
 - 1. When an officer is summoned to court with such immediacy that changing dress style is not feasible, or for quick, routine court tasks, such as filing petitions, obtaining a judge's signature, dropping off files, etc., Class C dress shall be acceptable.
- D. Any variation to duty dress standards, uniform requirements, or grooming as outlined in this procedure must first be authorized by The Chief Probation Officer/Assistant Chief Probation Officer (CPO/ACPO).
 - 1. Requests for modification must be submitted in writing.
 - 2. Requests for modification shall be considered on a case-by-case basis.

- E. Deviations from the four authorized dress styles (Class A-D) shall be authorized on a specific case-by-case basis under the following circumstances:
 - 1. For discreet/undercover fieldwork.
 - 2. Specialized units that work in collaboration with other agencies, where a shared uniform is required.
 - 3. When on Temporary Modified Duty, when such clothing is obviously necessary to accommodate the issue (i.e. pregnancy).
- F. The Chief Probation Officer may authorize "dress down days" to commemorate special occasions or events.
- G. Be issued Class A Uniform components if assigned to the Department Honor Detail.
 - 1. Wear Class A dress for public presentations, meetings, appearance, ceremonies or other functions where identification as a peace officer, recognition as a probation officer amongst other agencies, or professional image is of importance.
- H. With the exception of training:
 - 1. BDUs shall only be worn with an accompanying duty shirt, as part of the Class D dress style.
 - 2. Class D duty belts shall only be worn as part of the Class D dress style.
- I. Not wear Class A or D uniform, duty shirts/T-shirts or uniform jackets while off duty.
- J. Wear footwear that shall provide reasonable protection and traction and reflect upon the duties of their position and an appropriate part of the Class A-D uniform worn.
 - 1. CCB officers must wear a duty boot with their Class D uniform.
 - 2. DCB may wear all black athletic shoes, including shoe laces, logo and trim, which must be absent of any icons, patches, etc.
- K. Badges:
 - 1. Probation Officers, Supervising Probation Officers, Directors and Chiefs who wear uniform clothing adorned with a cloth badge (either on a duty shirt or jacket) are not required to wear a metal badge.
 - 2. PCO, PCS I/II shall wear a metal badge with their duty shirts.
- L. Decorations and awards:
 - 1. The San Bernardino County Service pin may be worn with Class A and Class B styles of dress:
 - a. Class A: the pin may be worn on right collar with the rank insignia pin removed or on the left breast pocket flap if both rank pins are worn.
 - b. Class B: the pin may be worn on a jacket lapel or as a tie tack.
 - 2. Medals presented by the Department shall only be worn with the Class A dress style, beneath the badge pin, centered above the pocket flap at the edge of the flap crease.
- M. Personal Hygiene, grooming and officer safety when in uniform/on duty:
 - 1. Nails shall remain clean, reasonably trimmed and cannot pose a safety issue.
 - 2. Hairstyles shall be clean, trimmed and not fall over the eyes.
 - a. Sworn staff shall keep their hair properly restrained for its length and the job assignment so it is consistent with safety, does not impede the ability to defend against personal assault and cannot be readily grabbed by an assailant.
 - b. Beard, mustache, and sideburn shall be well groomed, neatly trimmed, not excessively heavy or bushy and kept to a standard length so that it cannot be grabbed by an assailant.
 - c. Hair coloring shall not contain unusual contrasts nor be outside the range of natural hair colors.
 - d. Not wear hoop/dangling earrings or bracelets, piercings or necklaces in detention supervision or field activities, which pose safety issues.

- i. Male officers shall not be permitted to wear earrings on duty (excludes undercover assignments).

III. Non Sworn Staff:

- A. Shall report for their tour of duty attired in Class B, C or D department issued dress styles.
- B. May be issued three Non-Sworn Support Staff duty shirts upon request which may be worn at training and/or meetings.
- C. Nursing/Medical Staff Uniforms
 1. Scrubs (solid or patterned)
 2. Scrub pants (solid colored)
 3. Department issued blue jackets.
 4. Lab jackets (solid or patterned)
 5. Athletic shoes or closed toe footwear with a back strap that provides for mobility and quick response.
 6. Department issued duty shirts
- D. Culinary Staff:
 1. Report for their assigned tour of duty in chef's pants and shirts and water resistant, non-skid soled footwear
 2. Be issued five (5) pants and five (5) culinary shirts.
 3. Separately colored chef's shirts may be issued by the Department to denote rank or assignment in the facility kitchen.
 4. The Department Food Service Manager may dress in Class B or C dress styles as outlined in this procedure.
 5. The Department Food Service Manager may issue or allow minor changes to culinary uniforms and requirements should the need arise, without revision to this procedure.
 6. The Department shall provide bonnets, hairnets, and gloves for the culinary staff.

IV. Probation Corrections Officers (PCOs) shall:

- A. Report for their assigned tour of duty attired in a Class D dress uniform.
- B. Maintain a second set of Class D change clothing in their facility locker.
- C. Wear all black shoes.
- D. Wear only black colored undershirt with duty shirts.
- E. The Department issued black T-shirt may be worn in training where the officer may be engaged in training that is physically demanding.
- F. PCOs assigned to field assignments are to adhere to Section V of this procedure.

V. Probation Officer I/II/III (PO I/II/III) and Probation Transportation Officers (PTO) shall:

- A. Complete field activities attired in Class B-D dress, as is appropriate for the specific field activity, duration of field work, and the safety and comfort of the officer.
- B. Complete office activities attired in a Class B-D dress.
- C. Not wear department issued black T-shirts in the office setting.
 1. Transition from the T-shirt to the duty polo or department approved attire in a reasonable amount of time.
 2. The black T-shirt is to be worn underneath the tactical vest.
 3. The black T-shirt may be worn in training where the officer may be engaged in training that is physically demanding.
- D. Not alter or adorn the tactical vest with any type of social, political or religious campaign buttons, slogans or messages, flags, department issued medals/ribbons, patches of any kind, etc.

- VI. Probation Corrections Supervisor I/II (PCS I/II) shall:
- A. PCS Is: report for their assigned tour of duty attired in a Class D dress uniform.
 - B. PCS IIs: report for their assigned tour of duty attired in Class B-D duty dress as is appropriate for their assigned duties.
 - C. PCS I & IIs assigned to Watch Commander Duties may wear Class B, C, or D dress; or Class C dress with a duty shirt.
- VII. Division Director I/II, Deputy Chief Probation Officer, Assistant Chief Probation Officer and Chief Probation Officer shall:
- A. Be issued Class A Uniforms.
 - B. Wear brass collar ranking as follows: (Attachment A.1 & .2)
 - 1. Stars: Collar stars: five-pointed, pyramid-shaped stars shall be worn on both sides of the collar in a straight line with one ray of each star pointing toward the top edge of the collar, one inch from the front and top edges of the collar.
 - 2. Bars: single bars shall be worn on both sides of the collar, parallel to and one inch from the front edge of the collar. Double bars shall be parallel, with the bottom bar one in from the front edge of the collar.

Guidelines:

- A. Provisions of this procedure are applicable to all classifications of employees in the Probation Department.
- B. As an officer safety issue, field officers should avoid wearing a jacket over the tactical vest whenever possible, as it limits access to the vest and essential safety equipment.
- C. Staff should have their metal badge and identification at their immediate disposal if needed for further identification. It is not necessary to wear the Department issued ID while in Class A or D attire.
- D. Officers may wear their firearm in all approved dress and/or uniform styles, consistent with the Arming procedure.
- E. Wearing the tactical vest with the black T-shirt is the recommended dress; however, Class D duty shirts may be worn with a tactical vest, as the situation dictates.
- F. Sweat pants/shirts/tops issued to personnel during CORE class are acceptable attire for CORE participation only.
- G. Extreme weather gear, such as caps, beanies, shorts, etc., either department issued or department approved, may be utilized for field duties, as climate or terrain dictates. Officer safety is advised in conjunction with discretion.
- H. PCOs and PCSI/II in the JDACs and TFs may wear shorts between Memorial and Labor Day.
- I. CORE classes are to wear a long sleeve duty shirt (or business attire if duty shirts are not yet available) during classroom lecture and a grey long sleeve during PT.
- J. Supervisors must immediately address all non-compliance with this procedure.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Standards of Dress and Grooming

Replaces:

Department issued Identification Badges

Duty Dress Standards, Uniform Requirements, Grooming

Tattoos/Body Art

References:

Procedure:

Arming

Equipment Responsibility

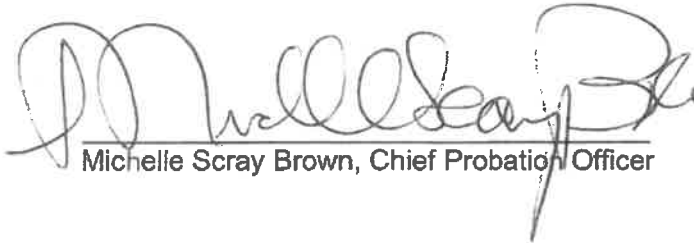
Metal Shields and Badges

Supervisor's Employee Desk Files

Policy:

Appearance

Issued by:


Michelle Scray Brown, Chief Probation Officer

8-30-18
Date

Original Issue Date: December 18, 2007

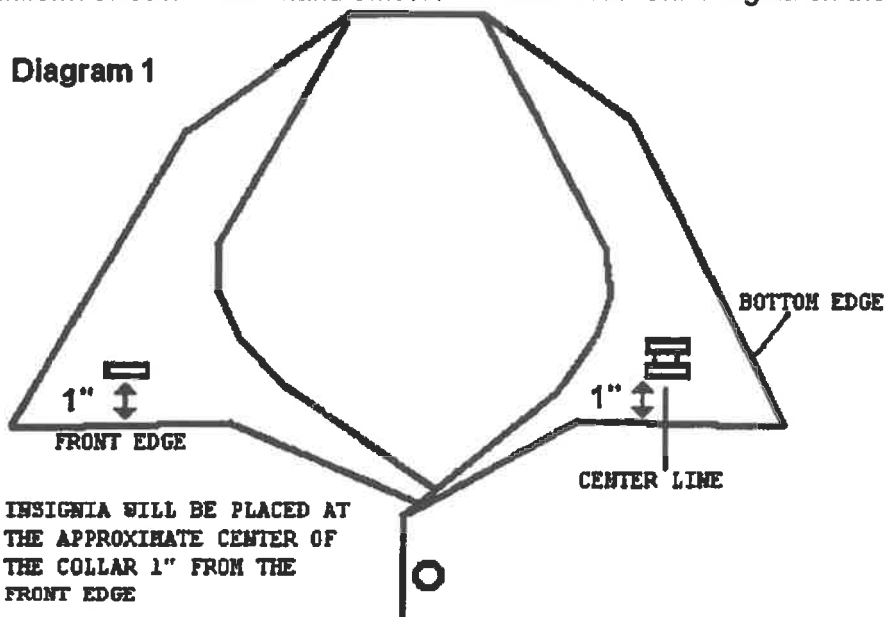
- Revised: April 16, 2013
- Revised: September 13, 2017
- Revised: March 13, 2018
- Revised: August 30, 2018

Attachments:

- A- Brass Placement: A.1 Closed Collar Star Placement; A.2 Closed Collar Bar Placement
- B- County of San Bernardino Policy Manual, Standards of Dress and Grooming

Collar Brass - Uniform members will wear designated collar brass when in a Class A or B uniforms. Uniformed members of rank will wear rank insignia when wearing the optional uniform sweater. Command officers will wear their rank insignia on the collar of their uniform.

Diagram 1



3.1.2 Gold rank insignia for Lieutenants and above will be fastened to the collars while wearing the Class A, B, and C uniforms. The collar will be worn on the outside of the optional service sweater. (See Attachment A, Diagram 1)

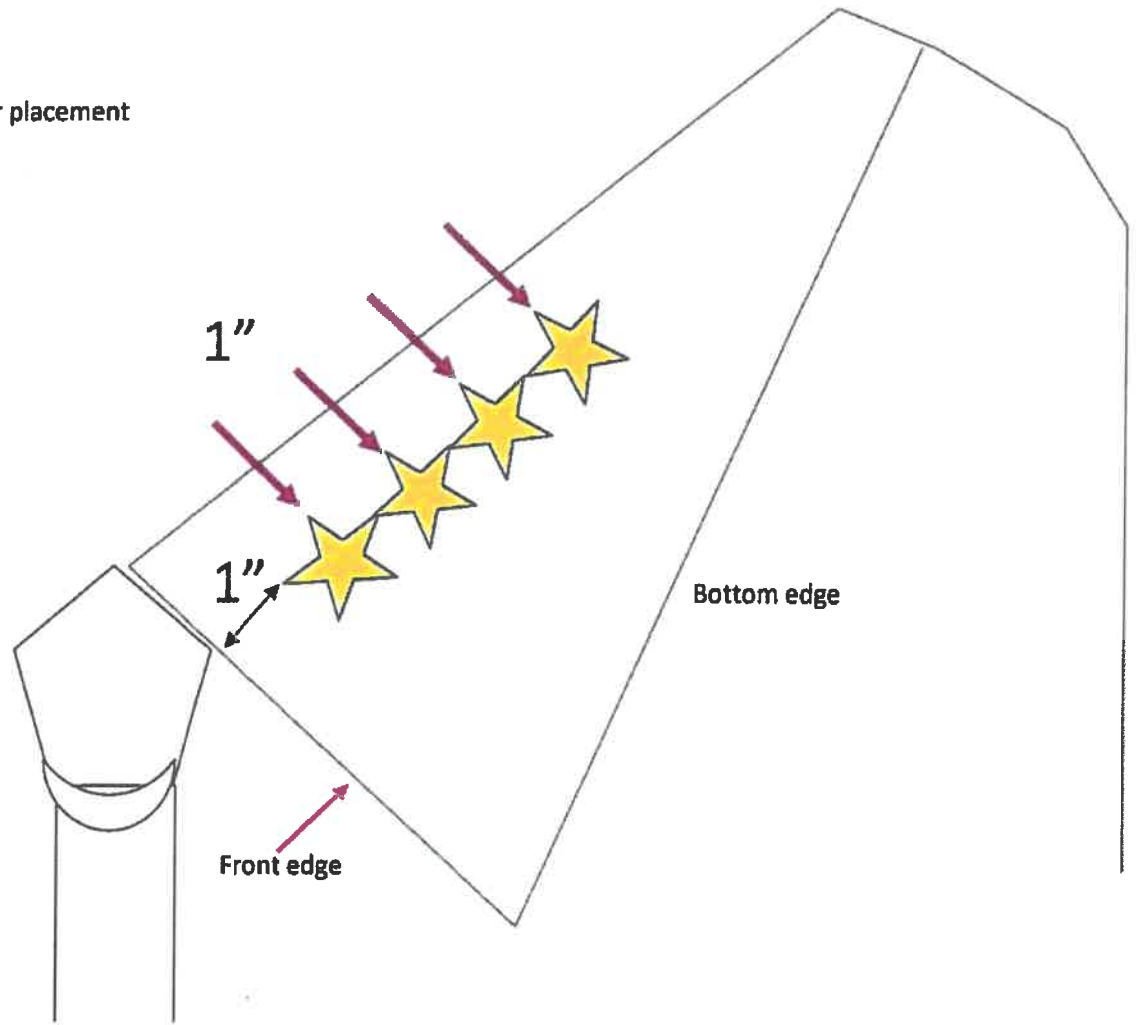
3.1.3 Gold rank insignias will be worn on the collars of all persons with rank when wearing the service sweater with the Class B or C uniforms. The collar will be worn on the outside of the optional service sweater. (See Attachment A, Diagram 2)

Sideburns (All Male Members) - may not extend in length below the bottom of the ear. They are to be neatly trimmed, not bushed nor flared. Sideburns shall be cut level when the head is held in the position of attention. The width of the sideburns may not be more than 1-1/4 inch.

Fingernails - All members are to maintain their fingernails in a neat, clean, well-groomed, and conservative fashion.

Attachment A.1

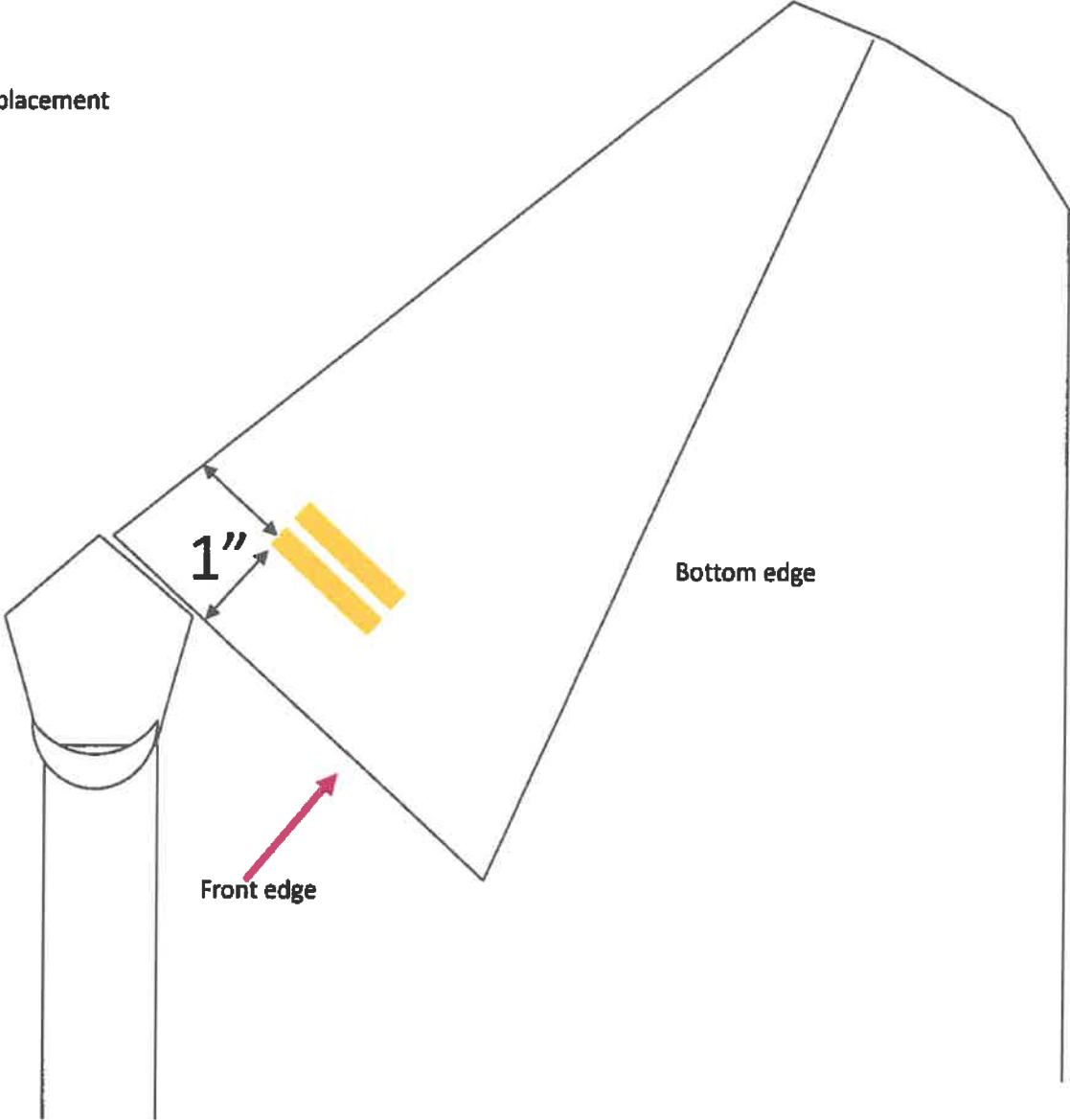
Closed collar star placement



Collar stars: five-pointed, pyramid-shaped stars, will be worn on both sides of the collar in a straight line with one ray of each star pointing toward the top edge of the collar, one inch from the front and top edges of the collar.

Attachment A.2

Closed collar bar placement



Bars will be worn with the long axis of the bars at right angles to the center of the shoulder strap.



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 06-16 ISSUE 2
PAGE 1 OF 4
By EFFECTIVE 02-06-07

SUBJECT
STANDARDS OF DRESS AND GROOMING

APPROVED
PAUL BIANE
CHAIRMAN, BOARD OF SUPERVISORS

POLICY

The County of San Bernardino is a professional organization. All employees will present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and ultimately working relationships.

This policy applies to all employees, regardless of classification, and is consistent with community standards. Individual departments may have more specific policies in place based on needs.

An employee's religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards as set forth will be considered on an individual basis.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms or other circumstances as defined by the department head. These differences, in addition to this general policy may be subject to the meet and confer requirements of Government Code Section 3500 et seq. The standards in this policy apply when an employee has officially reported to work.

POLICY AMPLIFICATION

1. Clothing

- A. Employees who wear uniforms are expected to report for duty in the departmentally assigned uniform. Uniforms are expected to be clean and pressed. Additional standards are communicated at the departmental level or in bargaining unit MOU's.
- B. Employees who are not required to wear uniforms are expected to wear business clothing appropriate to the position held. Attire is expected to be clean, pressed and well fitting.
- C. Acceptable attire for women includes dresses, skirts, capri style suits, or slacks/trousers worn with blouses, sweaters and/or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated.
- D. Acceptable attire for men includes suits, slacks/trousers worn with collared shirts, collared sport shirts, dress shirts, polo shirts, sweaters and/or jackets. When deemed appropriate, ties should be worn.
- E. Except as noted or approved by the department head, employees may not wear the following:
 - (1) Denim jeans of any color.
 - (2) Overalls or coveralls.
 - (3) Shorts of any type.
 - (4) Tee shirts or jerseys with graphics including logos related to team sports.

- (5) Gym or sweat pants, workout wear, uncovered spandex pants/leggings.
- (6) Shirts or dresses with spaghetti straps unless covered by a jacket, blouse or other outer garment; shirts that expose stomach or midriff area, halter or tube type shirts, see-through or fishnet tops.
- (7) Low front or low back attire.
- (8) Excessively tight fitting or oversized (baggy) garments.

This list is an example only and may not include all items deemed inappropriate.

2. Footwear and Accessories

- A. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean and in good repair. Heels should not be more than three inches high. Sandals of any material which are commonly referred to as flip-flops or thongs are prohibited for all employees.
- B. No bandanas or baseball caps are allowed except as approved by the department head.

3. Tattoos and Jewelry

Except as noted or approved by the department head:

- A. Tattoos must be covered.
- B. All jewelry worn by employees must be appropriate so it does not detract from a professional appearance. All facial piercing jewelry such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited.

4. Personal Hygiene

- A. Personal hygiene is essential. Therefore it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.
- B. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.
- C. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns and mustaches must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors.

5. County Identification

- A. Each employee will have and wear an approved County identification badge at all times while on duty, photo side facing out except where specifically exempted or prohibited by the employee's department due to a safety issue or in cases where wearing an identification badge will interfere with the execution of the employee's duties.

RESPONSIBILITIES AND PROCEDURES

1. Each new employee will receive a copy of the policy during orientation. All employees will be required to sign an acknowledgement verifying that the policy has been read and understood. Employees will be allowed up to 120 calendar days from the date of adoption of this policy to become compliant with Policy Amplification, Clothing, E. (1). On a case by case basis, in the event of a financial hardship an employee should contact their department head to request an extension.
2. Supervisors are responsible for explaining and enforcing the dress and appearance policy. Employees who report to duty and are non-compliant with the dress and appearance policy may be sent home to change without compensation. Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including dismissal.
3. Consistent with this policy, exceptions can be made at the department level by the Department Head due to the nature of work, special events, casual Fridays and departmental clean-up days.
4. Issues or disagreements arising out of the enforcement of this and departmental dress and grooming policies shall be reviewed by the department head or designee and/or the department's Human Resources Officer.

Rev. 2/07



STANDARDS OF DRESS AND GROOMING ACKNOWLEDGEMENT FORM

I, _____, acknowledge
Name (Please Print)

receipt of a copy of the Standards of Dress and Grooming Policy and
understand that I must comply with its contents.

Employee Signature

Date

Supervisor/Manager Signature

Date

cc: Department Employee File
201 File

Employee ID