Duty Dress Standards, Uniform Requirements, Personal Appearance, and Grooming

AUTHORITY: Chief Probation Officer

PURPOSE: To establish policy and procedure related to duty dress standards, uniform requirements, personal appearance, and/or grooming

I. GENERAL INFORMATION:

A. Class A: A department-issued formal dress uniform consisting of a combination of black dress pants, a long-sleeved black shirt, a tie, black oxford dress shoes or black boots, an all-leather dress belt, a duty belt, holsters, a magazine pouch, cuff case, white gloves, and a duty dress cap. Staff shall only wear department-issued and approved Class A uniforms and items in accordance with the department's approved arrangements. Department-issued Specialty and Service Award pins shall be worn on the Class A uniform only. The pin shall be worn on the right shirt pocket flap, centered, one-half inch below the top of the pocket flap. No other insignias or pins are allowed. Rank insignia may be placed on the shoulders or the collar [e.g., collar - Chief Probation Officer (CPO) – 4 stars; Chief Deputy Probation Officer (CDPO) – 2 stars; Division Director (DD) – 2 bars; Assistant Division Director (ADD) – 1 bar. Shoulder - 3 chevrons - Supervising Probation Correctional Officers (SPCOs) and Supervising Probation Officers (SPOs); 2 chevrons - Senior Probation Correctional Officers (Sr. PCOs) and Senior Deputy Probation Officers (Sr. DPOs)]. A hash mark patch or embroidery may be added on a long-sleeved shirt on the left sleeve above the cuff. Each hash mark represents 5 years of service as a sworn peace officer.

B. Class B: A department-issued and approved uniform consisting of a black duty shirt, black, multi-pocket cargo pants [e.g. Tactical Battle Dress Uniform pants (BDUs)], a black belt, a black undershirt, and black issued or approved department duty footwear. A department-issued or approved baseball cap may also be worn as appropriate. Department-issued safety equipment and/or a duty belt should be worn pursuant to department requirements. For field officers, when wearing the tactical vest, a black t-shirt in place of the duty shirt in the Class B uniform is also acceptable.

C. Business Attire: A non-uniform formal business dress style intended for court appearances, public appearances, presentations, business meetings, office wear, or events, where a professional image is required (e.g. suit, tie, sports coat, blazer, slacks, dress, skirt, blouse, sweater, jackets, combination, business/dress shoes). Denim is not permitted.

D. Modified Business Attire: A non-uniform relaxed business dress style intended for office work, training, limited public appearances, or casual meetings, where a more relaxed image is acceptable. (e.g. slacks, pants, coat, sports jacket, button-down dress shirt, collared shirt, dress, skirt, blouse, sweater, business/dress shoes or casual business shoes.) Denim is not permitted.

E. Department-Issued Duty Shirt: A black polo shirt, either long or short-sleeved, with the Probation Department badge/star patch embroidered over the left chest. A department shoulder patch shall be sewn onto the sleeves at the shoulder. The officer's first initial and

last name shall be embroidered in block gold stitch above the right chest. Rank of Division Director and above may be embroidered on the shirt or chest patch. Rank insignia shall align with the Class A provisions above. Duty shirts shall be worn tucked in at all times. The duty shirt shall only be worn with the Class B uniform unless alternate wear is specifically authorized by the CPO or their designee.

F. County of Orange or Probation Department Polo Shirts: A polo style collared sport shirt, either long or short-sleeved, with approved County/Department lettering, seal, or badges. These shirts may be worn by both sworn and professional staff, as applicable, and as part of business modified attire. These shirts are not considered duty shirts and are not authorized to be worn by sworn staff for facility and/or field work. County of Orange or Probation Department polo shirts shall be worn tucked in at all times.

G. Department-Issued Duty Jackets: A black soft-shell jacket with three zip-out panels; one embroidered with the officer's name over the right chest area, one embroidered with the Orange County Probation badge on the left chest, and one with Probation screened on the back.

H. Department-Issued or Approved Duty Boots/Duty Footwear: All black, non-steel toed tactical boots or tactical shoes (e.g. 5.11, Galls, Under Armour, Bates, Merrell, etc.). Staff working in the facilities, may also choose to wear all black athletic shoes, including shoelaces, logo, trim, etc. Staff may choose from the offered selection of department issued duty footwear or purchase their own department approved duty footwear.

I. Mourning Band or Mourning Pin: The mourning band or mourning pin may be worn whenever a law enforcement officer is killed in the line of duty in the State of California; when there is the death of a law enforcement officer that captures national attention; or at the discretion of the Chief Probation Officer or designee. The mourning band or mourning pin shall be worn from the date of death until midnight on the day of the memorial services or while attending the funeral of an out of region fallen officer (e.g. State and National Peace Officer's Memorial Day). The preferred mourning band is a solid black band that will fit tightly around the badge. The mourning band should be worn straight across the center of the badge.

J. Prohibited Attire: Any attire that fails to project a neat, clean, professional image and/or uniformity or neutrality toward the public or other employees. The CPO or designee has the final say in whether attire conforms to department expectations. Examples of prohibited attire include, but are not limited to:

1. Denim material or jeans of any color
2. Overalls, coveralls, or shorts
3. T-shirts or jerseys, or any apparel with graphics or logos related to sports teams, pictures, advertisements
4. Hooded sweatshirts
5. Gym or sweatpants, workout wear, or uncovered spandex pants/leggings
6. Spaghetti strap shirts, unless covered by a jacket, blouse, or other outer garment
7. Shirts exposing the stomach/midriff area, halter/tube shirts, see-through/fishnet tops
8. Revealing, low-cut front, or low-cut back attire
9. Excessively tightfitting or oversized, baggy, or sagging garments
10. Sandals in the style of flip-flops or thongs, shower shoes, house slippers

II. RESPONSIBILITIES

A. All Supervisors:

1. Shall immediately address all non-compliance with this procedure regardless of chain of command.
2. Inform the direct supervisor if non-compliance is addressed with someone outside of their chain of command.

B. All Staff:

1. Shall dress in a department-issued and approved Class A or B uniform or business/modified business attire consistent with classification, job duties, assignment, and/or rank.
2. Shall not wear jeans or denim in any class of dress unless authorized for specific circumstances and approved through their CDPO or designee.
3. The CPO or designee may authorize alternate dress as determined for special events or circumstances. Staff shall follow all requirements as specifically sanctioned, along with applicable sections of Department/County policy and procedure.
4. Shall dress in a neat, clean, appropriate, and professional manner consistent with their assigned classification, duties, and/or responsibilities, and in compliance with County policy and the guidelines set forth herein.
5. Shall ensure clothing and uniforms are neat, clean, pressed, well-fitting, and in good taste and repair.
6. Shall dress in business attire when appearing in Court. Exceptions based on exigent circumstances shall be cleared prior with a supervisor or above.
7. Shall wear their Department/County-issued ID badge in a visible manner, while on duty, unless authorized by the CPO or designee.
8. Shall not wear Class A or B uniforms, department-issued duty shirts, department-issued t-shirts, department-issued polos, department-issued jackets, department-issued equipment, while off duty. While in transit to/from work shall wear a non-uniform outer garment covering the department-issued duty shirt/t-shirt/duty jacket, etc.
9. Shall make reasonable and immediate corrections to remedy a uniform or dress policy violation if directed by a supervisor or above. If absence from the workplace is required for the employee to meet appropriate dress standards, it will not be compensated. In the event the immediate supervisor and the employee are unable to resolve an issue surrounding the dress code standards, the matter shall be discussed with the division chain for immediate resolution.
10. Shall adhere to all applicable department procedures regarding approval, use, storage, and/or care of issued and approved uniforms and equipment.
11. Staff who seek cultural or other exemptions to this policy that are protected by law shall be accommodated following existing County procedures (Government Code §12926(w),(x).
12. Any variations to the requirements of this procedure not specifically stated must be authorized by the CPO or designee. Requests for modification must be submitted in writing, through the chain of command to the CDPO or designee, and will be considered on a case-by-case basis.
13. Department-issued uniforms are considered property of the Probation Department and shall be returned to the Quartermaster upon separation. Staff are prohibited from selling, giving away, donating, any department uniform, emblem, badge, logo, or other items without written permission by their CDPO or designee. Authorized

exchange of department cloth badges, challenge coins, is permitted in approved scenarios.

14. Shall complete an incident report when involved in an on-duty incident which results in damage to their uniform.
15. Shall submit requests for uniform replacement and/or alterations to the Quartermaster using the process specified by the Training Division.
16. Training is considered a work assignment. All staff are expected to attend training in the appropriate class of dress as required for the circumstances. Denim and casual, recreational, and/or sports attire is not acceptable unless specifically approved by the Training Division or the CPO or their designee.
17. <u>Personal Hygiene, Grooming, Body Piercing/Alteration, Tattoos/Body Art and/or Accessories:</u>
    a. Staff shall maintain appropriate grooming and hygiene, including clean and neatly groomed professional nails, hairstyles, beards, sideburns, mustaches, etc.
    b. Hairstyle and color must reflect a conservative businesslike appearance. Hair coloring shall not contain unusual contrasts nor be outside the range of natural hair colors. Wigs or hairpieces must conform to the same grooming standards.
    c. Facial hair must be neat, clean, and well-trimmed. Mustaches and sideburns must be neatly maintained. Beards or goatees shall be neatly trimmed.
    d. Nails shall be clean, of reasonable length, and shall not interfere with assigned duties, nor pose a safety issue.
    e. Accessories such as jewelry, neckties, and scarves, must not detract from a professional appearance or pose a safety risk.
    f. Tattoos:
        (1) While on duty or representing the department in an official capacity, staff shall make every reasonable effort not to exhibit, display, allow to be visible, any tattoos.
        (2) Tattoos are prohibited from being displayed during formal events (e.g. court testimony, formal community or department meetings and/or events, funerals, events where a Class A uniform is required).
        (3) The Department reserves the right to require staff to conceal their tattoos if deemed necessary to comport with professional standards.
        (4) Concealment for areas not naturally covered by the uniform and/or business or modified business attire shall be accomplished with appropriate fabric sleeves, long-sleeved shirts, flesh-color bandages, make-up, wraps, or similar.
        (5) Permanent facial make-up is acceptable if it maintains a professional appearance and is done using natural colors.
    g. Body Art/Piercings/Alterations:
        (1) While on duty or representing the department in an official capacity, staff shall not exhibit, display, allow to be visible, any body art, piercings, alterations (e.g., piercing, stretching, branding, beading, implantation, scarification, dental ornamentation, etc.). Facial jewelry is prohibited. Any body art, piercings, alterations shall be removed or completely covered by articles of clothing, flesh-color bandages, make-up, wraps, or similar.

(2) Professional and appropriate earrings are acceptable.

C. All Professional Staff (in addition to section I/II above):

1. Shall dress in either business or modified business attire unless their classification calls for a specific form of dress or they have been approved by their CDPO or designee for alternate dress for a specified circumstance.
2. May wear County of Orange or department-issued polo shirts as a part of modified business attire. Shall wear all County of Orange or department-issued polo shirts tucked in at all times.
3. Food Services Staff:
   a. Shall wear uniforms provided by the County and work shoes with non-skid soles.
   b. Hair shall conform to required food service regulations.
   c. Nails shall be clean and short, not to exceed ¼ inch beyond the end of the finger.
4. Warehouse and Laundry Staff:
   a. Shall wear a County of Orange polo shirt with business/modified business attire bottoms and shoes.
5. GPS and Dispatch Staff:
   a. Shall wear a County of Orange polo shirt with business/modified business attire bottoms and shoes.

D. All Sworn Staff (in addition to section I/II above):

1. Will be issued Class A and/or B uniforms in accordance with department uniform standards, their respective Memorandum of Understanding (MOU), and consistent with classification, job duties, assignment, and rank.
2. Armed officers may wear their department-issued firearm in approved dress or uniform styles consistent with department policy and procedure. Firearms shall not be worn with jeans or denim unless specifically authorized in writing, by their CDPO or designee, for specific circumstances.
3. Shall wear their duty or uniform shirt, County of Orange polo shirt, or department issued polo shirt tucked in at all times.
4. Shall not wear their Class A or B uniform pants tucked into their footwear.
5. Class A uniforms will be issued upon approval and shall only be worn as authorized, in either formal dress or open collar dress, dependent on circumstances.
6. Shall wear black, department-issued or approved duty boots or footwear with their Class A or B uniform. Steel toed duty boots/footwear are prohibited. Staff working in the facilities, may also choose to wear department approved all black athletic shoes, including shoelaces, logo, and trim, which must be free of any icons, patches, or similar. Staff may choose from the offered selection of department issued duty footwear or purchase their own department approved duty footwear.
7. Badges shall be worn in accordance with department policy and procedure.
8. Core Academy students shall wear, as issued or directed, a Class B uniform or business/modified business attire. During physical training, Core students are authorized to wear department-issued athletic attire consisting of a PT shirt and sweatpants. Students may also wear solid black sweatpants, long athletic pants, sweatshirts, or sweaters without logos or emblems. Shorts, leggings, and yoga pants are not permitted and any non-department issued attire must be pre-approved by training staff.
9. Extreme weather gear, either department-issued or department-approved, may be utilized for field duties, as climate, terrain, and/or safety dictates with prior approval from the CDPO or designee.

10. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater) other than their department-issued duty jacket while on duty and dressed in their Class A and/or B uniform. A black long sleeve undershirt may be worn under the duty shirt to account for colder climates instead of the duty jacket.
11. Shall only wear department-issued or approved baseball caps. Two approved styles are available. The standard cap is issued by the department, while the FlexFit Delta cap is an authorized alternative that may be purchased individually by staff through the AOCDS store. All other hats, baseball caps, or similar, are prohibited unless specifically exempted herein. Beanies are prohibited.
12. Personal Hygiene, grooming, and officer safety:
    a. Hairstyles shall be clean, trimmed, and not fall over the eyes.
    b. Hair shall be properly restrained for its length and the job assignment. Style and restraint of hair should be consistent with officer safety and should not impede the ability to defend against personal assault.
    c. While in Class A and B uniforms, hair longer than the collar shall be properly secured in a neat fashion (e.g. in a bun, ponytail, or braid).
    d. Beard, mustache, and sideburn shall be well groomed, neatly trimmed, not excessively heavy or bushy, and kept to a standard length that cannot pose a safety issue and cannot be grasped by an assailant.
    e. Officers shall not wear hoop or dangling earrings while in uniform and/or engaged in facility supervision or field activities. Necklaces may be worn but shall not be visible. No bracelets shall be worn except those that provide necessary medical information or as authorized by the CPO or their designee.
13. Honor Guard While Wearing Class A Uniforms:
    a. Hair shall be cut in a style that presents a professional appearance.
    b. The length of the hair shall be worn above the shoulders and shall not extend beyond the top of the uniform shirt collar. If hair is longer than described, it shall be worn up in a neat fashion and securely fastened in a bun, ponytail, or braid. Wigs or hairpieces must conform to the same standard.
    c. Sideburns shall be trimmed so that they do not extend beyond the bottom of the earlobe and do not flare more than one inch wider at the bottom than the width of the sideburn.
    d. The face shall be clean shaven other than the wearing of acceptable sideburns.
    e. Shall wear the Class A uniform in the department approved formal style.
14. Visible Display of Identification (Government Code §7288):
    a. The Probation Department is committed to transparency, accountability, and public trust, as such, during enforcement activities (active and planned operations involving the arrest or detention of an individual, or deployment for crowd control purposes) officers shall display, in a size and location such as to be reasonably visible to a member of the public, identification externally on their uniform that includes the agency name or badge number, or both name and badge number.
    b. Staff participating in rehabilitation activities where no enforcement activity is active or planned (e.g. placement visits, school visits, counseling sessions, etc.) and wearing business or modified business attire, shall wear their metal badge and/or county identification in a visible manner such as to be reasonably visible to a member of the public.

c. As circumstances can often be rapidly evolving, officers whose situations change from rehabilitative work to an active operation/arrest shall notify their chain of command as soon as the circumstances are safe to do so and shall document the details of the incident in a special incident report (SIR).

d. Exemptions to the required display shall only be granted when:

(1) Officers are engaged in undercover operations or investigative activities. Officers participating in these activities shall obtain prior approval through their CDPO or designee unless exigent circumstances exist.

(2) Officers are wearing personal protective equipment that prevents display.

(3) Exigent circumstances exist which involves imminent danger to persons or property, or the escape of a perpetrator, or the destruction of evidence.

(4) Where there is a specific, articulable, and particularized reason to believe identification would pose a significant danger to the physical safety of the officer.

15. Facial Coverings (Government Code §7289):

a. The Probation Department is committed to transparency, accountability, and public trust, as such, facial covering shall not be worn by officers when performing their duties except under the following conditions:

(1) Active undercover operations or assignments that have been authorized by a court order or received prior approval through the officer's CDPO or designee.

(2) Approved tactical operations where protective gear is required for physical safety.

(3) Applicable law governing occupational health and safety authorizes such use (e.g. N95 mask, self-contained breathing apparatus).

(4) Approved protection of identity during a prosecution proceeding.

(5) Applicable law governing reasonable accommodation authorizes such use.

b. Facial covering shall only be used when no other reasonable alternative exists, and written approval shall be obtained prior through their CDPO or designee.

c. A supervisor shall not knowingly allow an officer to violate state law or department policy or procedure limiting the use of a facial covering.

16. Chief Probation Officer (CPO)/Chief Deputy Probation Officer (CDPO):

a. Shall dress in either Class A uniform or business/modified business attire.

b. May dress in Class B uniform when performing field work, attending physical training, or for specific circumstances that may require that dress style.

c. Shall only wear a black undershirt with either the Class A or Class B uniform.

d. Shall only wear department approved or issued duty footwear with their Class A or B uniform.

e. Shall wear their duty or uniform shirt, County of Orange polo, or department issued polo tucked in at all times.

f. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater) other than their department-issued duty jacket while on duty and in Class A or B uniform. While in Class B uniform, a black long sleeve undershirt may be

worn under the duty shirt to account for colder climates instead of the duty jacket.

g. Shall comply with all requirements pursuant to appropriate display of identification and facial coverings.

17. Division Director (DD)/Assistant Division Director (ADD):

a. Shall dress in either Class A or B uniform or business/modified business attire.

b. May dress in Class B uniform when working in the office, performing field work, attending physical training, or with prior approval, for specific circumstances that may require that dress style.

c. Shall wear business attire or Class A uniforms when attending outside events such as the board of supervisors, interagency meetings, formal department proceedings, etc.

d. Shall only wear a black undershirt with either the Class A or Class B uniform.

e. Shall only wear department approved or issued duty footwear with their Class A or B uniform.

f. Shall wear their duty or uniform shirt, County of Orange polo, or department issued polo tucked in at all times.

g. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater) other than their department-issued duty jacket while on duty and in Class A or B uniform. While in Class B uniform, a black long sleeve undershirt may be worn under the duty shirt to account for colder climates instead of the duty jacket.

h. Shall, when returning from the field or training, transition to department approved attire in a reasonable amount of time.

i. Shall comply with all requirements pursuant to appropriate display of identification and facial coverings.

18. Deputy Probation Correctional Officer (DPCO/Sr. DPCO)/Supervising Probation Correctional Officer (SPCO):

a. SPCOs shall dress in either a Class B uniform or business/modified business attire.

b. DPCOs/Sr. DPCOs shall wear Class B uniforms while on duty and working in a facility and shall report for their assigned facility shift fully dressed in their Class B uniform.

c. Shall only wear black undershirts with the Class B uniform.

d. Shall only wear department approved or issued duty footwear with their Class B uniform.

e. Shall wear their duty or uniform shirt, County of Orange polo, or department issued polo tucked in at all times.

f. Shall not wear a tactical vest/carrier or ballistic vest while working in the facility unless participating in a transportation detail or given specific written approval by the CDPO or designee based on exigent circumstances.

g. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater) other than their department-issued duty jacket while on duty and in Class B uniform. A black long sleeve undershirt may be worn under the duty shirt to account for colder climates instead of the duty jacket.

h. Shall dress in business attire when appearing in Court. Exceptions based on exigent circumstances shall be cleared prior with a supervisor or above.

i. Shall comply with all requirements pursuant to appropriate display of identification and facial coverings.

19. Deputy Probation Officer (DPO/Sr. DPO)/Supervising Probation Officer (SPO):
    a. Shall dress in Class A or B uniforms or business/modified business attire while working in the office or with the public as prescribed by circumstances.
    b. Shall dress in business attire when appearing in Court. Exceptions based on exigent circumstances shall be cleared prior with a supervisor or above.
    c. Shall wear their Class A or B uniform and all required safety equipment when performing active or planned enforcement activities/fieldwork. Any deviations shall be specifically approved through their CDPO or designee.
    d. May wear business/modified business attire if participating in rehabilitative/non-enforcement activities in the community such as placement visits, school visits, counseling sessions, etc.
    e. When doing enforcement/fieldwork or work outside the office, shall comply with all requirements pursuant to appropriate display of identification and facial coverings.
    f. Shall wear a department-issued ballistic vest while conducting fieldwork/enforcement activities. The ballistic vest may be worn under the Class A or B uniform or business/modified business attire in a concealed manner or with the department-issued tactical vest.
    g. The wearing of a tactical vest is optional. When wearing the tactical vest, a black t-shirt in place of the duty shirt with the Class B uniform is acceptable.
    h. The tactical vest shall only be worn as issued and in the department specific and approved configuration. Staff are prohibited from altering the vest in any way without prior approval of the CPO or designee. Staff are prohibited from wearing any other pins, patches, or adornments not specifically issued and authorized by the department.
    i. Shall wear their duty or uniform shirt, County of Orange polo, or department issued polo tucked in at all times.
    j. Shall, when returning from the field or training, transition to department-approved attire in a reasonable amount of time.
    k. Shall only wear black undershirts with the Class A or B uniform.
    l. Shall only wear department approved or issued duty footwear with their Class A or B uniform.
    m. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater) other than their department-issued duty jacket while on duty and in Class A or B uniform. A black long sleeve undershirt may be worn under the duty shirt to account for colder climates instead of the duty jacket.