

Personal Appearance Standards

745.1 PURPOSE AND SCOPE

Employees of the Yolo County Probation Department, regardless of their function or assignment, represent the professional standard and image of this Department to the public and to other agencies.

All Probation Department employees should be aware of the need to present a neat, well-groomed, and professional image to the public, Criminal Justice Partners, other County Departments, and the Courts. Our professional image should reflect Probation staff as positive role models to clients, the public, and other agencies.

745.2 GENERAL GUIDELINES

The following guidelines are provided to assist employees in maintaining a professional appearance while performing the various duties that employees of this Department may be assigned.

745.2.1 APPROPRIATE ATTIRE

OFFICE ATTIRE:

During working/duty hours all sworn non-field personnel (not including JDF staff) and non-sworn personnel shall wear clothing conforming to a "business professional" atmosphere. Business professional attire includes, but is not limited to the following attire:

- non-denim pants or trousers
- slacks
- sport coat and tie
- long and short sleeve button down shirts
- Department-issued polo shirts
- dresses
- skirts
- blouses
- sweaters
- pant suits
- dress gaucho pants
- dress capri pants and pant suits
- dress shoes (which includes open toe shoes)

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Probation officers, Supervising probation officers and Managers shall wear attire that quickly transitions to court attire for unanticipated court appearances or other professional meetings (e.g., Board of Supervisors meetings, or professional meetings with personnel from other agencies); and maintain an appropriate change of clothes.

Due to the fact that non-sworn civilian support personnel do not have the same physically demanding job duties or assignments involving direct client contact as sworn personnel and staff in the Probation Aide classification, non-sworn civilian support personnel may wear "dress sandals" while in the office. This allowance assumes that employees electing to wear "dress sandals" shall maintain a business professional appearance at all times. This allowance will be subject to review and approval of the Chief Probation Officer, or his or her Designee.

FIELD ATTIRE:

Probation officers, Supervising probation officers, and non-sworn probation aides assigned a field supervision caseload or having direct client contact shall wear attire appropriate to their assignment. Such attire includes, but is not limited to the following items:

- blue, black, brown or tan non-denim pants
- utility or cargo pants
- Department-issued polo shirts
- other Departmentally approved tactical field attire

Appropriate footwear includes:

- black, brown or tan boots/shoes
- solid black or brown athletic shoes

FRONT DESK/RECEPTION PERSONNEL:

Personnel assigned to the front desk/reception at the Probation Department, Juvenile Detention Facility, or Alternative Sentencing/Work Program/Transportation for more than four (4) hours per day shall wear a Department-issued polo shirt. The Department shall provide each employee in this assignment with three (3) polo shirts for the first fiscal year, and two (2) polo shirts each subsequent fiscal year, until such assignment ends (or as provided by the operative MOU).

745.2.2 ATTIRE APPROPRIATE FOR COURT APPEARANCES, CONFERENCE ATTENDANCE, BOARD OF SUPERVISORS MEETINGS OR OTHER PROFESSIONAL MEETINGS

Court appearances require Probation employees to wear appropriate business attire, including but not limited to: slacks, dress shoes, sport coat and tie, dress shirts, dresses, skirts, blouses, professional pant suits, dress gaucho pants, and dress shoes (including open toe shoes).

*Note: Skirts shall not be shorter than two (2) inches above the knee.

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745.2.3 JUVENILE DETENTION FACILITY

Employees assigned to work at juvenile detention facilities are required to wear uniforms with identification apparel, as issued or authorized by their particular institution during duty hours at the facility or while engaged in official Department business.

Unacceptable attire for institutional staff is specifically detailed in the Yolo County Detention Facility "Dress Guidelines" as outlined in Article 3, Section 1324g, Procedure D, and is incorporated into this policy by reference. It is the responsibility of the immediate Supervisor or Manager to monitor his or her employees to ensure that appearance specified in policy, procedures, directives, and guidelines outlined in Article 3, Section 1324g,, Procedure D is followed.

All Detention Officers assigned to the Alternative Sentencing Program/Transportation Unit, unless specifically exempted by the Department, shall own and maintain in good order, a complete set of regulation uniforms. Officers assigned to this unit shall wear their uniforms while on duty.

745.2.4 CASUAL DAYS

Fridays are designated as "casual days" for all Department employees except institutional staff members, who must dress in uniform or designated attire for safety and security reasons, and Department employees who must appear in court. If employees participate in a "casual Friday", they will be expected to maintain a neat appearance.

745.2.5 TRAINING DAYS

Training days are considered on-duty hours. Office, field, or institutional attire may be worn and must be appropriate to the training site. Casual attire may be worn if appropriate to the training.

Questions concerning appropriate training attire may be directed to your immediate Supervisor.

745.2.6 INAPPROPRIATE ATTIRE

Inappropriate attire is considered to be that which detracts from a business professional work environment. Examples include, but are not limited to the following:

- revealing clothing
- too tight clothing (as defined below)
- shorts (unless approved for ASP staff)
- extremely short shirts
- sandals
- flip-flops
- shirts with slogans that can be reasonably construed as obscene, suggestive, vulgar or demeaning
- shirts that advertise alcohol, tobacco, or drugs
- shirts that display political statements

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- sweat pants (except during Use of Force/Management of Assaultive Behavior/Force Options Training or other types of physically demanding training)
- clothes that are ragged, torn, soiled or worn out

Employee attire shall not be clothing that is so tight-fitting to the body that it creates a safety issue, detracts from a professional appearance, and/or distracts co-workers, other professionals or clients. This also includes inappropriately short skirts and/or dresses, and deep necklines on blouses or tops.

For all personnel, blue denim jeans are only considered as appropriate attire on casual days (Fridays) or training days, when appropriate to the training site, and for employees in institutional assignments..

Note: The decision as to what constitutes inappropriate attire rests with the Chief Probation Officer or designee.

745.2.7 EXCEPTIONS TO THIS POLICY

The Chief Probation Officer, his/her designee, or any Manager may exempt an employee temporarily from the minimum dress standard while performing a specific short-term task, for specific medical reasons, or for training. Management will make all reasonable efforts to accommodate written requests from non-uniformed personnel for a personal exemption from this policy due to religious, disability, or medical needs. Health and safety requirements will be considered in evaluating such requests.

745.2.8 NON-COMPLIANCE

Any employee not in compliance with the provisions of this policy may be directed to change into appropriate attire and may be subject to disciplinary action. If an employee is sent home to change their attire, the time away from the work site shall be charged to available leave balance(s); or, in the event of exhausted leave(s), the employee shall be allowed to "flex" the time away from the work site. Note: flex time shall not exceed four (4) hours. This section shall be enforced by the Supervisor directly responsible for the involved employee, unless the direct Supervisor is unavailable. In such situations, this section may be enforced by any Supervisor or Manager within the Department.

In the event this section is enforced the Supervisor shall first consult with County Department of Human Resources.

745.3 TATTOOS

While on-duty, and while wearing Department logo clothing or while representing the Department in any official capacity, employees shall make every reasonable effort to conceal visible tattoos or other body art. This shall be accomplished by wearing long sleeve shirts, sweaters, jackets, or approved tattoo sleeve covers* to conceal exposed tattoos on the forearms, wrists, or other exposed skin. Department staff are allowed to have existing tattoos exposed while at FOT/UOF/

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MAB training. However, at no time while on-duty or while representing the Department in any official capacity, shall any offensive tattoo or body art be visible.

*Examples of approved tattoo sleeve covers include, but are not limited to the following: Tatjacket tattoo cover-up sleeves, Elixir Arm Cooler Cooling Sleeves (black or tan), etc.

745.4 BODY PIERCINGS

While on duty, while wearing Department logo clothing, or while representing the Department in any official capacity, employees shall not attach to or through the skin or any part of the face, mouth or tongue any visible objects, articles, jewelry or ornamentation of any kind, except earrings. Any non-conforming piercing shall be removed, and may be covered, or replaced with a clear, plastic spacer. If an employee has a question about how this policy applies to him or her, the matter should be discussed with the employee's immediate Supervisor for consideration and determination.

745.4.1 WEARING OF DEPARTMENT UNIFORM/IDENTIFICATION APPAREL OFF-DUTY

No employee of this Department shall appear publicly in uniform in an "off-duty" status unless an emergency exists or he or she has specific prior approval from a Supervisor and/or Manager.

Personnel who elect to wear their uniform/identification apparel (official Departmental logo) to and from work shall attempt to wear an outer garment at all times, which conforms to the following:

- (a) The outer garment shall cover any distinguishable parts of the uniform/identification apparel that identifies the wearer as an employee of this Department.
- (b) The outer garment shall not be a portion of the uniform/identification apparel.
- (c) The outer garment shall not bear any insignias particular to this Department.

However, to preclude public criticism, personnel electing to wear their uniform/identification apparel to and from work should use discretion and good judgment in making prolonged or excessive stops at public establishments. This also applies to breaks and lunches.

The Chief Probation Officer or his or her designee may grant permission to personnel to wear Department-issued uniforms, polo shirts, etc., to funeral services honoring a law enforcement officer who has fallen in the line of duty. Such permission shall be given in writing.

No employee of this Department shall authorize or permit any other person to wear his or her uniform/identification apparel at any time or for any purpose whatsoever.