

Personal Appearance

316.1 PURPOSE AND SCOPE

To set forth the expectations and the guidelines for personal appearance and dress. This policy applies to all employees.

316.2 AUTHORITY AND REFERENCES

- Executive Team

316.3 POLICY

Personal appearance and dress of employees shall project a positive and professional image to the public and is expected to be compatible with assigned duties and responsibilities.

316.4 INSTRUCTION AND COMMENT

316.4.1 COURT APPEARANCE

All employees appearing in court on department business are expected to wear the department issued uniform or dress in a manner consistent with the formal atmosphere of the judicial environment. Clothing selection should place the employee on an appearance level with attorneys and other officers of the court. For male staff, this would include a suit or sport coat and slacks with tie. Female staff are considered to be appropriately attired in a dress, skirt and blouse, a suit or dress slacks and blouse. Appearing in court in jeans, similar casual dress, or revealing outfits is considered to be inappropriate.

316.4.2 ADMINISTRATIVE AND FIELD SERVICES

Generally, the standards set for court appearance apply, except that coats and ties may be removed while performing routine duties so long as they are immediately available in the event of a summons to court. Jeans, similar casual attire, or revealing outfits are considered to be inappropriate. Supervisor approval is required for informal attire when engaged in an activity requiring, or facilitated by, informal dress.

NOTE: Sections 316.4.1 and 316.4.2 are meant to describe acceptable business attire. Generally, acceptable business attire is conservative in nature and promotes a sense of professionalism. In that spirit, personnel are encouraged to use good judgment and common sense when selecting what to wear in such environments. The term “revealing” is used to prohibit the wearing of any revealing or provocative clothing that exposes any portion of the breasts, midsection, or undergarments. Other examples include, but are not limited to, strapless tops, mini-skirts, or mini-dresses.

316.4.3 JUVENILE FACILITIES

Administrative and office personnel are expected to observe the guidelines described for Field Services. Staff working in any juvenile facility shall wear the department-issued uniform. This

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includes the following: probation corrections officers, senior probation corrections officers, and supervising probation officers. Vocational instructors shall dress appropriately for their assigned tasks (jeans, and/or department-issued uniform). Kitchen staff shall wear the designated department-issued uniform.

- (a) The department-issued uniform shall consist of a grey polo shirt (long or short sleeved) with the department logo and badge embroidered on the left breast of the shirt; navy blue uniform pants, black boots, and black belt. A windbreaker, sweatshirt and baseball cap, with embroidered probation badge and logo, shall also be part of the uniform.
- (b) Staff shall wear the uniform while on duty. This includes all shifts, holidays, weekends, CORE training, PC 832 training, on-site training within the institution, and outings/special events. Staff shall be provided a voucher to the approved department vendor. The initial issue of regular staff shall consist of five (5) shirts (long/short sleeve or a combination), three (3) pants, one (1) pair of boots (black), one (1) belt, one (1) sweatshirt, one (1) baseball cap, and one (1) windbreaker (TPR staff shall be issued a heavy jacket).
- (c) Any alteration of the uniform shall be performed only by the department-authorized vendor. Staff shall have the pants hemmed to present a neat, professional appearance. As an alternative, those staff not engaged in transportation, court, intake, or duties requiring public contact, may elect to have the pants hemmed to a "walking short" length. This is defined as not more than 1 inch above, or below the knee. Supervisors, due to their frequent public contacts and level of responsibility, or senior probation corrections officers/probation corrections officers assigned as duty officer, shall not be allowed to wear shorts while on duty.
- (d) Supervising probation officers and senior probation corrections officers, probation corrections officers, supervisor instructor and senior Instructor shall be distinguished by having their title embroidered below the badge.
- (e) Sunglasses and department-issued baseball style hats are only authorized for wear while supervising outdoor activities, such as PE, group movements, or other activities outside the buildings. Only prescription sunglasses that are required for medical reasons shall be worn indoors. This requires a doctor's verification and note, which shall be submitted to Administration.
- (f) Temporary staff shall be initially issued two (2) shirts (long/short sleeve or a combination), one (1) pair of pants, one (1) belt, one (1) pair of boots (black), one (1) baseball cap, one (1) windbreaker, one (1) sweatshirt (TPR staff shall be issued a heavy jacket). This shall be accomplished through a voucher order (Attachment 1) or through stock on hand from staff members who resign or retire.
- (g) While on duty, staff shall only wear the department-issued clothing. Mixing of non-issue clothing with issue clothing is prohibited. If a T-shirt is worn under the department issued polo shirt, it shall be short sleeved and white. Shirts shall be tucked into the pants so as not to hinder access by the employee to his/her safety equipment and the pant leg shall remain outside of the boot.

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- (h) Staff involved in any on duty incident, which results in a take down situation and/or any damage to their department-issued uniform, shall complete an incident report. Any uniform replacement of the damaged item shall be re-issued through a voucher order.
- (i) The annual issuance for regular staff shall consist of: two (2) pants, three (3) shirts (long/short sleeve or a combination), one (1) pair of boots (black), one (1) belt, one (1) hat, and one (1) sweatshirt/light jacket (Attachment 2).
- (j) The annual issuance for temporary staff shall consist of: one (1) pant, two (2) shirts (long/short sleeve or a combination), one (1) pair of boots (black), one (1) belt, and one (1) sweatshirt/light jacket.
- (k) The department-issued utility belt shall be worn at all times while on duty. The utility belt shall be worn over the department-issued belt at the waist line. The department-issued utility belt shall be visible.
- (l) The department-issued identification badge shall be worn at all times while on duty. The identification badge shall be visible.
- (m) The outer garment shall always reflect the department logo and shall consist of the polo shirt, windbreaker or sweatshirt (heavy jacket for TPR).
- (n) Staff are responsible for the maintenance of their uniforms and boots. These items shall always be in a clean condition.
- (o) Uniforms shall fit properly, professionally and conform to department policy.
- (p) Staff wanting to purchase additional department-issued uniforms are responsible for contacting the vendor and requesting those items needed. Staff shall incur all additional costs.
- (q) Staff wearing walking shorts shall wear socks that do not exceed 1" above the boot. Staff shall furnish their own socks.
- (r) The vendor shall alter uniforms for maternity wear.
- (s) Department-issued clothing is the property of the Probation Department and shall be returned to the department upon the separation of the staff.
- (t) A similar black uniform boot or shoe may be substituted for the department-issued boot. The footwear must meet the following specifications: uniform style, black leather/nylon uppers, must accept polish, non-marking soles, slip resistant, no sneakers/tennis shoes, no emblem or marking on the footwear.
- (u) Staff shall be authorized to purchase, from the uniform supplier, a navy blue beanie to be worn in cold weather. It should be brimless, have no adornments, emblems, logos or markings of any kind.

316.4.4 TRAINING CLASSES

Unless otherwise directed by the training supervisor, all staff (including institutional staff) shall maintain the same general standards of dress noted in sections 316.4.2 and 316.4.3 of this policy when attending training classes. Specifically, jeans, shorts, or similar casual attire are considered inappropriate. However, institutional staff are required to wear their department-issued uniform when attending CORE training, PC 832 training, and all on-site training within the

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institution. All staff attending defensive tactics or similar training may wear informal attire suitable for physical activity. This would include, but is not limited to, jeans, jogging suits, tennis shoes and t-shirts. Shorts are considered inappropriate.

316.4.5 GENERAL STANDARDS

- (a) Staff shall not wear or display uniforms, badges, emblems or departmental logos while off duty other than going to or from work, attending department events, e.g. conferences, Baker to Vegas Run, etc. and when authorized to do so by their division director or designee. Any public display of the employee in uniform, any piece of uniform or equipment that bares a probation badge, patch or logo without prior approval from the division director or designee is prohibited.
- (b) All employees wearing improper attire shall be given written notice for the first incident. Thereafter, the employee can be sent home with loss of pay as a result of violating the dress code.
- (c) Body piercings or body piercing jewelry shall not be visible while the employee is on duty, or representing the department in any official capacity without prior authorization from their division director or designee. Earrings worn on the lower lobes are permissible if they do not detract from the employee's professional appearance or pose a safety issue.
- (d) While on duty, or representing the department in any official capacity, employees are prohibited from exhibiting any tattoo, branding, or any other form of body art which may be seen by another person. Employees who have a tattoo referenced above shall completely cover the tattoo with a skin-toned patch/sleeve, long sleeved shirt, or other material which may be formally approved by the department.

Date(s) revised:

04/10/2012

11/30/2011

04/04/2009

03/18/2008

Created: 07/01/1986

Attachments:

- 1. [Initial Uniform Voucher](#)
- 2. [Annual Uniform Replacement Voucher](#)



Riverside County Probation Department Institution/Detention Treatment Program

Initial Uniform Voucher

Employee's Name _____

EID# _____

| | |
|---|--|
| <input type="checkbox"/> Director | <input type="checkbox"/> PCO |
| <input type="checkbox"/> Assistant Director | <input type="checkbox"/> Supervisor Instructor |
| <input type="checkbox"/> Supervising P.O. | <input type="checkbox"/> Sr. Instructor |
| <input type="checkbox"/> Senior PCO | |

- Indio Juvenile Hall (P.O.#PRA0023365) 47665 Oasis St. , Indio, CA 92201 (760) 863-7660
- Riverside Juvenile Hall (P.O.#PRA0023362) 3933 Harrison St., Riverside, CA 92503 (951) 358-4200
- Southwest Juvenile Hall (P.O.# PRA0023361) 30755-C Auld Rd., Murrieta, CA 92563 (951) 600-6750
- Twin Pines Ranch (P.O.# PRA0023364) 49500 Twin Pines Rd., Banning, CA 92220 (951) 849-4131
- Van Horn Youth Center (P.O.# PRA0023363) 10000 County Farm Rd., Riv., CA 92503 (951) 358-4400
- Youthful Offender Program (P.O. #PRA0023365) 47665 Oasis St., Indio, CA 92201 (760) 393-3437

Initial Uniform Allowance:

| | | | | | Regular | Temp |
|-------------------------|----|--|----|--|---------|------|
| Shirts | LS | | SS | | 5 | 2 |
| Pants | | | | | 3 | 1 |
| Windbreaker | | | | | 1 | 1 |
| Sweatshirt | | | | | 1 | 1 |
| Belt | | | | | 1 | 1 |
| Boots | | | | | 1 | 1 |
| Cap | | | | | 1 | 1 |
| Heavy Jacket (TPR Only) | | | | | 1 | 1 |

Vendor
 Inland Uniforms (Galls)
 2225 Kansas Ave., Riverside, CA 92507 (951)
 781-6366

Hours of Operation: Monday – Friday: 9:00a.m. – 5:00p.m.; Saturday: 9:00a.m. – 2:00p.m.; Sunday: Closed

Upon receipt of this voucher, the employee shall contact the vendor to schedule a fitting and/or pick up the Department issued uniform. This contact must be made **within fourteen (14) days of receipt of this voucher (date issued)**.

If the vendor is unable to provide the uniform items within three (3) weeks of the date of this order, the vendor shall provide the employee with written documentation as to when the items will be ready. This information shall be provided to the Director/Assistant Director upon receipt of all initial uniform items. **No partial orders are to be accepted.**

Uniform must only be worn during employee's scheduled work hours and must conform to department policy. No exceptions.

Director's/Asst Dir Signature _____ Date Issued: _____

Vendor's Signature _____ Date Ordered: _____

Employee's Signature _____ Date Received: _____



Riverside County Probation Department Institution/Detention Treatment Program Annual Uniform Replacement Voucher

Employee's Name _____ EID# _____

| | |
|--|---|
| <input type="checkbox"/> Director <input type="checkbox"/> Assistant Director <input type="checkbox"/> Supervising P.O. <input type="checkbox"/> Senior PCO | <input type="checkbox"/> PCO <input type="checkbox"/> Supervisor Instructor <input type="checkbox"/> Sr. Instructor |
|--|---|

- Indio Juvenile Hall (P.O.#PRA0023365) 47665 Oasis St. , Indio, CA 92201 (760) 863-7660
- Riverside Juvenile Hall (P.O.#PRA0023362) 3933 Harrison St., Riverside, CA 92503 (951) 358-4200
- Southwest Juvenile Hall (P.O.# PRA0023361) 30755-C Auld Rd., Murrieta, CA 92563 (951) 600-6750
- Twin Pines Ranch (P.O.# PRA0023364) 49500 Twin Pines Rd., Banning, CA 92220 (951) 849-4131
- Van Horn Youth Center (P.O.# PRA0023363) 10000 County Farm Rd., Riv., CA 92503 (951) 358-4400
- Youthful Offender Program (P.O. #PRA0023365) 47665 Oasis St., Indio, CA 92201 (760) 393-3437

Annual Uniform Allowance:

| | | | | | Regular | Temp |
|-------------|----|--------------------------|----|--------------------------|---------|------|
| Shirts | LS | <input type="checkbox"/> | SS | <input type="checkbox"/> | 3 | 2 |
| Pants | | | | | 2 | 1 |
| Windbreaker | | | | | 1 | 1 |
| Sweatshirt | | | | | 1 | 1 |
| Belt | | | | | 1 | 1 |
| | | | | | | |
| | | | | | | |

Vendor
 Inland Uniforms (Galls)
 2225 La Cadena Dr., Riverside, CA 92507 (951)
 781-6366

Hours of Operation: Monday – Friday: 9:00a.m. – 5:00p.m.; Saturday: 9:00a.m. – 2:00p.m.; Sunday: Closed

Upon receipt of this voucher, the employee shall contact the vendor to schedule a fitting and/or pick up the Department issued uniform. This contact must be made **within fourteen (14) days of receipt of this voucher (date issued)**.

If the vendor is unable to provide the uniform items within three (3) weeks of the date of this order, the vendor shall provide the employee with written documentation as to when the items will be ready. This information shall be provided to the Director/Assistant Director upon receipt of all initial uniform items. **No partial orders are to be accepted.**

Uniform must only be worn during employee's scheduled work hours and must conform to department policy. No exceptions.

Director's/Asst Dir Signature _____ Date Issued: _____

Vendor's Signature _____ Date Ordered: _____

Employee's Signature _____ Date Received: _____