

Personal Appearance

316.1 PURPOSE AND SCOPE

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

316.2 AUTHORITY AND REFERENCES

- Applicable Memorandum of Understandings (MOU)
- California Penal Code Section 830.10
- RCP Policy – Department Badges and County Identification Card
- RCP Policy - Tattoos, Brandings, and Scarifications

316.3 POLICY

The department recognizes that employees may have a variety of duties that are best suited to different types of attire. In all cases, the personal appearance of employees shall project a positive and professional image. Attire may vary based upon assignment and should be tailored and compatible to the employee's assigned duties and responsibilities.

316.4 DEFINITIONS

Professional Image - The visible representations and/or perceptions resulting from an appropriate professional appearance, use of correct manners and etiquette, and effective communication.

Professional Attire - Attire should be conservative and place the employee on an appearance level with attorneys and other officers of the court; to include, dresses, slacks, dress shirt, and suits.

Business Casual Attire - Generally, it is similar to the standards set for Professional Attire, except that khakis/chinos, and/or polo shirts, are considered appropriate.

Informal Attire - Informal attire is considered jeans, khakis, polo shirts, and casual blouses/shirts.

Athletic Attire - May consist of jogging suits, tennis shoes, t-shirts, sweatpants, and sweat shirts/hoodies.

Field Operations (Tactical) Attire - Tactical pants (i.e. lightweight, external pockets, reinforced seat and knees), polo shirts, and tactical boots (i.e. high-top, rubber sole with prominent tread).

Institutions Uniform (Sworn) - The department issued uniform consists of a tan polo shirt (long or short sleeved); navy blue uniform pants; black boots or tennis shoes without logos; black belt; windbreaker; sweatshirt; and baseball cap, with embroidered probation badge and logo. Only white undershirts are authorized. The polo shirts shall have the department logo and badge

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embroidered on the left side of the shirt. The staff's rank shall be embroidered underneath the badge. The staff's first initial and last name shall be embroidered on the right side (PC 830.10).

Inappropriate Attire - Clothing that is revealing, provocative, dirty, or wrinkled. This includes, but is not limited to, clothing that exposes any portion of the chest, midsection, or undergarments. Other examples include, but are not limited to, strapless tops, mini-skirts, mini-dresses, plunging necklines, or extremely tight-fitting clothing. Shorts are considered inappropriate, unless authorized/issued by the department.

316.5 GENERAL STANDARDS

ADMINISTRATIVE DUTIES

All employees engaged in administrative duties (i.e. tasks that are completed in an office) shall dress in accordance with the business casual or professional attire standard.

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Regardless of assignment, all employees appearing in court on department business are expected to wear the department issued uniform or dress according to the professional attire standard.

FIELD OPERATIONS

- **Fieldwork:** All employees engaged in routine field operations shall dress according to the professional, business casual, or field operations attire.
- **Special Events:** All employees participating in a non-routine community event shall dress in an attire appropriate for the specific event, as directed by their manager or designee.

TRAINING

All employees engaged in department-authorized training shall dress according to professional attire (Conferences), business casual or informal attire (in-house lecture type trainings), athletic or informal attire (field or tactical trainings).

INSTITUTIONS

Administrative and office personnel are expected to dress according to the professional or business casual attire standard. Sworn staff shall wear the department-issued uniform. Non-sworn support staff (e.g. kitchen, maintenance, and laundry) shall wear their respective department-issued uniform. Sunglasses are only authorized for use while supervising outdoor activities, such as transportation, physical education, or group movements. 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 division management and approved by the Professional Standards Bureau.

While on duty, uniformed staff (sworn and non-sworn) shall only wear department-issued clothing. Mixing of non-issued clothing with issued clothing is prohibited. If a tee-shirt is worn under the department issued polo shirt, it shall be short sleeved and white, long sleeves are not permitted. Shirts shall be tucked into the pants so as not to hinder access by the employee to their safety equipment and the pant leg shall remain outside of the boot. Staff may wear a department issued

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windbreaker or sweatshirt with the department logo, over the department issued polo.

316.6 INSTITUTION UNIFORM ISSUANCE

Staff shall submit the Initial Uniform Voucher or the Annual Uniform Voucher for manager approval. Upon approval staff will submit the voucher to the department approved vendor. Department-issued clothing is the property of the Probation Department and shall be returned to the department upon the separation of the staff.

The initial issuance to full-time staff shall consist of:

1. Five (5) shirts (long/short sleeve or a combination);
2. Three (3) pairs of pants;
3. One (1) pair of boots (black) or shoes (black);
4. One (1) belt;
5. One (1) sweatshirt;
6. One (1) baseball cap;
7. One (1) tactical jacket; and,
8. Four (4) duty belt keepers.

The initial issuance to part-time or temporary staff shall consist of:

1. Two (2) shirts (long/short sleeve or a combination);
2. One (1) pair of pants;
3. One (1) belt;
4. One (1) pair of boots (black) or shoes (black);
5. One (1) baseball cap;
6. One (1) tactical jacket;
7. One (1) sweatshirt; and,
8. Four (4) duty belt keepers.

The annual issuance for full-time staff shall consist of:

1. Two (2) pairs of pants;
2. Three (3) shirts (long/short sleeve or a combination);
3. One (1) pair of boots (black) or shoes (black);
4. One (1) belt;
5. One hat;
6. One (1) sweatshirt; and,
7. One (1) windbreaker.

The annual issuance for temporary or part-time staff shall consist of:

1. One (1) pair of pants;
2. Two (2) shirts (long/short sleeve or a combination);
3. One (1) pair of boots (black);
4. One (1) belt;

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5. One (1) sweatshirt; and,
6. One (1) windbreaker.

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 and with manager approval, those staff not engaged in transportation, court, intake, or duties requiring public contact, may elect to have the pants hemmed to a walking short, which are hemmed not more than 1 inch above, or below the knee. Senior probation corrections officers/probation corrections officers assigned as duty officer and supervisors (at any time), are not allowed to wear a walking short due to their frequent public contacts and level of responsibility. The vendor shall alter uniforms for maternity wear.

In any event resulting in damage to their department-issued uniform, staff shall complete an incident report. Any uniform replacement of the damaged item shall be re-issued through a voucher order if the damage occurred during an incident while on-duty.

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 waistline and in conjunction with belt keepers. The department-issued utility belt shall be visible.

The department-issued picture identification badge shall be worn and visible at all times while on duty.

Staff are responsible for the maintenance of their uniforms and boots. These items shall always be in a clean and wrinkle-free condition.

Uniforms shall fit properly, professionally, and conform to department policy.

Staff wanting to purchase additional department-issued uniforms are responsible for contacting the vendor and incurring all additional costs.

Staff wearing walking shorts shall wear socks that do not exceed 1" above the boot. Staff shall furnish their own socks and, if visible, shall be white.

With department approval, a similar black uniform shoe (black boots or tennis shoes without logos) 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 emblem or marking visible on the footwear.

Staff are authorized to purchase a navy-blue beanie to be worn in cold weather from the authorized vendor. It should be brimless, have no adornments, emblems, logos, or markings of any kind.

316.7 FIELD UNIFORM ISSUANCE (FOR POSITIONS DESIGNATED BY THE CHIEF PROBATION OFFICER)

Uniforms issued to field staff are to be worn when conducting enforcement operations or as approved by the department.

Uniforms issued to armed staff are to be worn when attending range, enforcement field operations, or as approved by the department.

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Field staff shall submit the Initial Uniform Voucher or the Annual Uniform Voucher for manager approval. Upon approval, staff will submit the voucher to the department approved vendor. Department-issued clothing is the property of the Probation Department and shall be returned to the department upon the separation of the staff.

The initial issuance to full-time staff shall consist of:

1. Three (3) black tactical utility polo shirts (long/short sleeve or a combination);
2. Three (3) tan pairs of Tactical Stryke pants with Flex Tac;
3. One (1) pair of Original S.W.A.T. 9" Classic boot (tan);
4. One (1) Packable Waterproof Jacket;
5. One (1) Hooded Sweatshirt; (armed only)
6. One (1) Load Bearing Vests (armed only); and,
7. One (1) baseball cap.

The annual issuance for full-time staff shall consist of the following items as needed:

1. Two (2) tactical utility polo shirts (long/short sleeve or a combination);
2. Two (2) pairs of Tactical Stryke pants with Flex Tac;
3. One (1) pair of Original S.W.A.T. 9" Classic boot (tan); and,
4. One (1) baseball cap.

Armed staff will have approved department patches added to each sleeve, which are provided to the vendor by the Range Master.

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. The vendor shall alter uniforms for maternity wear.

In any event resulting in damage to their department-issued uniform, staff shall complete an incident report. Any uniform replacement of the damaged item shall be re-issued through a voucher order if the damage occurred during an incident while on-duty. Staff are responsible for the maintenance of their uniforms and boots. These items shall always be in a clean and wrinkle free condition.

Uniforms shall fit properly, professionally, and conform to department policy.

Staff wanting to purchase additional department-issued uniforms are responsible for contacting the vendor and incurring all additional costs.

With department approval, a similar tan uniform shoe may be substituted for the department issued boot. The footwear must meet the following specifications: uniform style, tan leather/suede, non-marking soles, slip resistant, no sneakers/ tennis shoes, no emblem or marking visible on the footwear.

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316.8 LIMITATIONS

In accordance with policy unless authorized by the department, staff shall not display uniforms, badges, emblems, or departmental logos while off duty, unless traveling to and from work. 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 as it relates to off duty.

316.9 TATTOOS, BODY PIERCING OR ALTERATION

See Policy - Tattoos, Brandings, and Scarifications.

316.10 ACCESSORIES

Items such as jewelry, neckties, scarves, and earrings must be consistent with safety precautions and considerations, and not be restrictive or inhibit the performance of one's duties. Appearance must not be so extreme that it detracts from a professional image.

316.11 EXEMPTIONS

Members who seek cultural or other exemptions to this policy that are protected by law should generally be accommodated (Government Code § 12926). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief Probation Officer should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a safety or security risk.

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Attachment(s):

1. [Uniform Vouchers](#)