

## Personal Appearance Standards

### 927.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other employees of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

### 927.2 APPLICABILITY

Applies to all Sworn, Administrative and Professional/Support Staff of the Probation Department.

### 927.3 POLICY

It is the policy of the San Diego County Probation Department that all employees maintain the highest standards of professional appearance and dress when interacting with the public and representing the department. 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. It is expected that staff must always look neat and professional. Maintaining a professional appearance is critically important to fostering public trust and confidence and to maintain the standards of the profession.

### 927.4 DRESS CODE STANDARDS

It is the standard of the Probation Department that all employees dress in a professional and appropriate manner. While various duties and functions in the department may require some degree of flexibility in the standards of dress, the primary concern is the appropriateness of the clothing to the job function. Employees of the San Diego County Probation Department shall adhere to the following standards of dress while on duty and/or representing the department in any of the following official capacities.

**927.5 UNIFORMS – GENERAL** (This policy section will not become effective until March 30, 2019. However, officers may begin to wear stated uniforms per said policy prior to 2019.)

#### **CLASS “A”**

Uniform shall consist of a Department authorized green dress jacket with department shoulder patch shall be sewn onto the sleeves at the shoulder. The officer's rank shall appear on the epaulets of the green dress jacket based on rank. Division Chiefs and higher will wear the following brass gold insignia on each side of their dress jacket on the epaulets: Chief Probation Officer – 4 gold stars, Assistant Chief – 3 gold stars, Deputy Chief – 2 gold stars, and Division Chief – 1 gold star. Dress jacket shall have gold metal engraved name tag (officer's first initial followed by a period and last name), metal badge/star and department medals (no other insignias or pins), white long sleeve button down dress shirt, black tie, black plain leather belt with holster and firearm, green wool blend pants, black socks and black oxford dress shoes with laces and gloss uppers. White gloves as prescribed. Class A Uniforms are approved for Division Chiefs and higher or as directed by the Chief Probation Officer or designee and may be worn during Department approved ceremonial events such as graduations, funerals or as directed by the Chief Probation Officer or designee.

#### **CLASS “B”**

Uniform shall consist of a Department authorized long sleeve tan uniform shirt with department shoulder patch shall be sewn onto the sleeves at the shoulder. The officer's rank shall appear as chevrons sewn onto the sleeves below the shoulder patch (sergeant chevrons for SPO's and corporal chevrons for Senior PO's). Division Chiefs and higher will wear the following brass gold insignia on each side of their shirt collar: Chief Probation Officer – 4 gold stars, Assistant Chief – 3

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gold stars, Deputy Chief – 2 gold stars, and Division Chief – 1 gold star. Long sleeve shirt shall have gold metal engraved name tag (officer's first initial followed by a period and last name) and metal badge/star, black tie and gold tie clasp, green wool blend pants, black plain leather belt with department issued gear. Black oxford dress shoes with laces and gloss uppers, or boots polished with black leather uppers with black socks. Services stripes can be worn on the left sleeve. Class B Uniforms may be worn during Department approved community events, ceremonies and/or events such as graduations, swearing in ceremonies, retirement walk-outs, funerals or as directed by the Chief Probation Officer or designee.

#### **CLASS "C"**

Uniform shall consist of a Department authorized black polo shirt (short or long sleeve) which shall bear the badge/star patch of the department over the left chest. The officer's first initial followed by a period and last name shall be embroidered in 3/8" block letters and gold stitch above the right chest. A department shoulder patch shall be sewn onto the sleeves at the shoulder. The officer's rank shall appear as chevrons sewn onto the sleeves below the shoulder patch (sergeant chevrons for SPO's and corporal chevrons for Senior PO's). Division Chiefs and higher will wear the following embroidered 1/2" gold star insignia on each side of their shirt collar: Chief Probation Officer – 4 gold stars, Assistant Chief – 3 gold stars, Deputy Chief – 2 gold stars, and Division Chief – 1 gold star. Undershirts shall be worn and will be of the black crew neck style. The sleeves of the undershirt are not to extend beyond the sleeves of the short sleeve uniform shirt. Pants shall be olive green, which are multi-pocket cargo pants or non-multi-pocket pants. A 1 1/2 inch black belt shall be worn in the belt loops, to accommodate "keepers" used in conjunction with a duty belt. Staff shall have the pants hemmed to present a neat, professional appearance and shall not be worn bloused. Footwear must meet the following specifications: uniform style boots with black leather uppers, must accept polish, non-marking soles, slip resistant, no sneakers/tennis shoes, no emblem or marking on the footwear. All uniform footwear must be maintained in good repair and have a presentable shine. While in uniform, socks shall be plain black on the portion of the sock that shows above the shoe top.

Class C uniforms may be worn by officers assigned to a position that requires the officer to be armed. The Class C uniform is appropriate for everyday office attire, field work and special field operations/details. The Class C uniform may be worn with Supervisor and Division Chief approval for community events and/or meetings, Court and external partner/stakeholder meetings.

Officers assigned to Work Projects, Work Furlough and as Institution Transportation Officers shall wear the Class C uniform.

Unarmed officers may request to wear a Class C uniform while in the office only (unarmed officers are required to utilize cover while in public) or for special events/details as deemed appropriate and Department approved through their Supervisor and Division Chief. Unarmed officers shall not wear a Class C uniform for field work.

#### **HATS**

While working in the field in class C uniforms only, officers are permitted to wear black baseball caps embroidered with "San Diego County" in 1/2" block letters in gold stich and "Probation" embroidered underneath San Diego County in 5/8" block letters in gold stitch. Black is the only approved color for caps. The baseball cap must be maintained in a presentable manner and only worn bill forward. Caps that are excessively worn, frayed, torn or discolored may not be worn. In addition, female officers may wear black headbands no larger than 1" inch in width.

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Staff shall be authorized to purchase, from the uniform supplier, a black beanie to be worn in cold weather. It should be brimless, have no adornments, emblems, logos or markings of any kind.

#### **JACKET/WINDBREAKER**

For Class C uniforms only, a Department authorized windbreaker or jacket may be worn. The windbreaker/jacket shall be olive green in color and shall bear the department badge/star patch over the left chest. The officer's first initial and last name shall be embroidered (in 1/2" block letters and gold stitch gold stitch to match the department badge/star patch) above the right chest. A department shoulder patch shall be sewn onto the sleeves at the shoulder. The officer's rank shall also appear on the sleeves (sergeant chevrons for SPO's and corporal chevrons for Senior PO's). Officers may also wear the department approved rain jacket.

#### **GLOVES**

Gloves for field use, when worn, must be Department approved and shall be solid black in color, worn on both hands and shall be full-finger type (no fingerless gloves).

#### **BALLISTIC VEST**

The Department assigned ballistic vest shall be worn during field work (armed / unarmed) or as designated by the Division Chief and/or Supervisor. The ballistic vest may be worn under the uniform in a concealed manner or with the MAC Vest with discretion and as designated by the Division Chief or Supervisor.

#### **MAC VEST**

Field Officers protective MAC Vest are not to be adorned or altered in any way except for the wearing of Department approved pins. The above officers first initial followed by a period and last name shall be in 1/2" block letters in gold stitch above the right chest in the form of a name strip. Officers may wear two department approved pins on their vest at any time. Authorized pins are: "FTO" for Field Training Officers, "K9" for Canine Handlers and the American Flag.

**927.6 INSTITUTIONAL UNIFORMS** (This policy section will not become effective until 3/30/19. However, officers may begin to wear stated uniforms per said policy prior to 3/30/19)

#### **APPROVED INSTITUTIONAL UNIFORMS**

Department authorized Class C Uniform. Footwear must meet the following specifications: black leather toe boots, non-marking soles, slip resistant, no sneakers/tennis shoes, no emblem or marking on the footwear.

#### **HAT**

While working in the institutions, officers are permitted to wear black baseball caps embroidered with "San Diego County" in 1/2" block letters in gold stich and "Probation" embroidered underneath San Diego County in 5/8" block letters in gold stitch. Black is the only approved color for caps. The baseball cap must be maintained in a presentable manner and only worn bill forward. Caps that are excessively worn, frayed, torn or discolored may not be worn. In addition, female officers may wear black headbands no larger than 1" inch in width.

Staff shall be authorized to purchase, from the uniform supplier, a black beanie to be worn in cold weather. It should be brimless, have no adornments, emblems, logos or markings of any kind.

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#### **JACKET/WINDBREAKER**

For Institutions, a Department authorized windbreaker or jacket may be worn. The windbreaker/jacket shall be olive green in color and shall bear the department badge/star patch over the left chest. The officer's first initial and last name shall be embroidered (in ½" block letters and gold stitch gold stitch to match the department badge/star patch) above the right chest. A department shoulder patch shall be sewn onto the sleeves at the shoulder. The officer's rank shall also appear on the sleeves (sergeant chevrons for SPO's and corporal chevrons for Senior PO's).

#### **GLOVES**

Gloves for field use, when worn, must be Department approved and shall be solid black in color, worn on both hands and shall be full-finger type (no fingerless gloves).

#### **927.7 ADDITIONAL GUIDELINES**

While on duty, staff shall only wear the Department approved clothing. Mixing of non-approved clothing with approved clothing is prohibited. 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 and pants hemmed to present a neat professional appearance.

##### **927.7.1 UNIFORM ALLOWANCE**

Staff assigned to positions that require a uniform, shall be provided a uniform allowance per the MOA.

##### **927.7.2 PROPERTY OF THE DEPARTMENT**

Department-issued property of the Probation Department shall be returned to the department upon the separation of the staff.

##### **927.7.3 ON-DUTY DAMAGE**

Staff involved in any on-duty incident, which results in any damage to their uniform, shall complete an incident report. Request for replacement of the damaged item shall be in accordance with County Claims policy.

#### **927.8 UNIFORM WEAR - GENERAL**

All uniforms shall be worn in a clean and neatly pressed condition with shirts tucked in at all times. Repair work to uniforms shall be done in such a manner so as not to be obvious to the public. Specified uniforms and related items, including insignias, may be worn only in assignments as designated. Metal nametags and badges will be kept free of tarnish. Footwear and other leather items shall be maintained in a clean condition, with scuffed and scraped areas dyed and refinished.

##### **927.8.1 WRIST BANDS/BRACELETS**

Ornamental wristbands and/or bracelets shall not be worn while in uniform, unless approved by the Chief Probation Officer or designee.

##### **927.8.2 NECKLACES**

Necklaces or neck chains, if worn, shall not be visible.

##### **927.8.3 EARRINGS AND PIERCED JEWELRY**

Only female uniformed personnel with pierced ears may wear post-type (stud) earrings. The earrings shall be silver or gold in color without decoration. Only one pair of earrings may be worn

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at any one time. White or clear stones are optional without decoration. Earrings will be spherical in shape and worn in the lower section on the ear lobe.

Non-uniformed professional staff may wear earrings in the ear lobe. No more than two earrings per ear. Sworn and Professional Staff will remove all other visible pierced jewelry while on duty.

#### **927.8.4 BODY ART AND TATTOOS WHILE IN UNIFORM**

While on duty and in uniform, personnel will not have any tattoo, brand (intentional burning of the skin to create a design) or scarification (intentional cutting of the skin to create a design) visible on the face, neck or head.

Visible tattoos that are prejudicial to good order and discipline are prohibited. Any brand or tattoo that is visible while wearing a class C, uniform and detracts from a traditional law enforcement appearance is prohibited or must be covered.

#### **927.9 UNACCEPTABLE ATTIRE**

Unacceptable clothing which distracts from a professional work environment is not permitted. Examples of such clothing but are not limited to: costumes, spaghetti/halter tops or dresses, t-shirts/sweat shirts/ shirts with inappropriate writing or advertising, low cut or sheer blouses or dresses, clothing that exposes the mid-section, underclothing worn as outer clothing, miniskirts, high-slit skirts or dresses that are excessively short (the length should be long enough to appropriately cover the employee's body when bending, stretching, kneeling and sitting), shorts, cut-offs or bathing suits, "flip-flops" and beach-type sandals, unitards or bodysuits (including spandex and lycra), recreational attire or sweats suits. All clothing must be clean, wrinkle free, free from holes or tears, un-tattered, un-frayed, and not excessively faded. All under clothing that is exposed is strictly prohibited.

#### **927.10 COURT ATTIRE**

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 shall place the employee on an appearance level with attorneys and other officers of the court.

For male staff, Court attire requires wearing a suit or sports coat, dress shirt, slacks, tie and dress shoes. Female staff are considered appropriately attired in a dress, skirt and blouse, a suit, or blouse and dress slacks, and dress shoes. Appearing in jeans of any color or similar casual dress is considered inappropriate, unless field officers make an arrest that requires an immediate Court appearance. All officers must have the appropriate Court attire available in case a Court appearance is required. Officers engaged in surveillance or undercover activities that are called to Court may be granted exceptions to this policy as approved by their unit supervisor.

#### **927.11 OFFICE ATTIRE**

Generally the standards set for court appearance apply, except coats and ties may be removed while performing routine duties. Office attire requires clothing that transitions quickly to court attire, for unanticipated court appearances.

Based on the level of contact with the public, office attire may include pants, slacks, dress capris, skirts, sport shirts or polo shirts, dress sandals, or dress or casual shoes (non-athletic).

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Crew necks, T-shirts and jeans of any color are prohibited.

#### **927.12 CASUAL ATTIRE (Fridays only with Department approval.)**

Exceptions may be made, under certain working conditions, for employees to wear casual attire and/or athletic footwear. Exceptions must be approved through the Division Chief.

For males on Fridays, slacks, jeans (when a dated VIP Jeans sticker is visible), sport shirts, sweaters, and loafer types are appropriate. Faded and/or worn jeans, workout clothing, sweats, and t-shirts with commercial advertising or offensive or suggestive items would not be appropriate.

For women on Fridays, casual slacks, jeans (when a dated VIP Jeans sticker is visible), blouses, sweaters, and loafer types are appropriate. Faded and/or worn jeans, workout clothing or warm ups, and t-shirts with commercial advertising or offensive or suggestive items would not be appropriate.

T-shirts or sweatshirts that would be appropriate may include Department approved embroidered polo shirts, and those with prints or other appropriate themes.

Each supervisor is responsible for ensuring proper dress of employees. This more casual attire is intended for those personnel whose assignment permits such. It is not intended for those positions where public contact is the majority of their job assignment.

#### **927.13 UNARMED FIELD ATTIRE**

While in the field, unarmed officers conducting routine home visits or collateral contacts with community based agencies contacts, Court, office or casual attire may be worn. Casual attire includes casual pants (no blue jeans or shorts), slacks, collared shirts or blouses, polo shirts, socks/hosiery and casual shoes (non- athletic).

#### **927.14 ARMED DUTY OFFICER**

Armed Duty Officer should be in a Class C Uniform in full gear at all times, with the exception of the ballistic vest.

#### **927.15 MULTI-AGENCY OPERATIONS ATTIRE**

Attire is directed by the lead agency. If probation is the lead agency, then it will be left to the Lead Supervisor for that operation.

#### **927.16 TASK FORCE OFFICER'S FIELD AND OFFICE ATTIRE**

Officers working surveillance or in an undercover/plain clothes capacity may be required to wear different attire suited to their duties. Officers should refer to their Sergeant/Commander in charge of that task force as well as their Supervising Probation Officer. Task force officers working more than half of their day at a probation work site, probation operation or attending a probation function should adhere to the Probation Department Personal Appearance policy.

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#### **927.17 INSTRUCTOR AND OFFICER TRAINING ATTIRE**

##### **927.17.1 INSTRUCTOR TRAINING ATTIRE**

Approved Instructor Uniforms. Instructors teaching practical skills to include firearms, defensive tactics, RBT & EVOC shall wear red polo shirts (short or long sleeve) which shall bear the embroidered badge/star of the department over the left chest along with "Instructor" in 1/4" block letters in gold stich embroidered under the badge/ star in gold stitch. The officer's first initial followed by a period and last name in 3/8" block letters in gold stich, along with officer's rank/title (Correctional Officer, Correctional Officer II, Senior Officer, Supervisor & Division Chief) below the name shall be embroidered in 1/4" block letters in gold stich above the right chest. Division Chiefs and higher may wear the following embroidered 1/2" gold star insignia on each side of their shirt collar: Chief Probation Officer – 4 gold stars, Assistant Chief – 3 gold stars, Deputy Chief – 2 gold stars, and Division Chief – 1 gold star. Undershirts shall be worn and will be of the black crew neck style. The sleeves of the undershirt are not to extend beyond the sleeves of the short sleeve uniform shirt where the undershirt can be seen. Pants shall be olive green, which are multi-pocket cargo pants. Staff shall have the pants hemmed to present a neat, professional appearance. Footwear must meet the following specifications: Black Utility Boots. While on the range, tan boots may be worn. All uniform footwear must be maintained in good repair. While in uniform, socks shall be plain black on the portion of the sock that shows above the shoe top.

Instructors conducting classroom instruction may wear business casual attire, a Class C uniform, or a black polo shirt with dress or casual slacks (short or long sleeve). The black polo shirt shall bear the embroidered badge/star of the department over the left chest along with "Instructor" in 1/4" block letters in gold stich embroidered under the badge/ star in gold stitch. The officer's first initial followed by a period and last name in 3/8" block letters in gold stich along with officer's rank/title (Correctional Officer, Correctional Officer II, Senior Officer, Supervisor & Division Chief) below the name shall be embroidered in 1/4" block letters in gold stich above the right chest. Division Chiefs and higher may wear the following embroidered 1/2" gold star insignia on each side of their shirt collar: Chief Probation Officer – 4 gold stars, Assistant Chief – 3 gold stars, Deputy Chief – 2 gold stars, and Division Chief – 1 gold star. Undershirts shall be worn and will be of the black crew neck style. The sleeves of the undershirt are not to extend beyond the sleeves of the short sleeve uniform shirt where the undershirt can be seen.

##### **927.17.2 TRAINING ATTIRE**

Training days are considered on-duty hours. Court, office, field or Department approved uniforms may be worn and must be appropriate to the training site. Jeans, khaki multi-pocket cargo pants, and/or beanie caps may be worn only at specific training sessions, such as firearms training (While on the range, tan boots may be worn.), defensive tactics (DTAC), and CPR/First Aid with Supervisor approval. No shorts are allowed during training events, except for physical training during the Academy/CORE as indicated by the instructor.

While attending Safety Academy, and CORE trainings staff are authorized to wear a department t-shirt which shall be black in color with the officer's last name printed on the back and the Department approved star/badge printed over the left side of chest.

A cover shirt or jacket will be worn over the uniform when not on duty or driving to or from work in an unmarked or personally owned vehicle.

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#### **927.18 SUPERVISOR ATTIRE (SWORN AND PROFESSIONAL STAFF)**

Unless otherwise directed, supervisors assigned to non-institutional duty shall dress in a business-like manner. Jewelry shall not be excessive and the hair shall be worn in a neat style. Hair shall be neat, clean and trimmed to present a well-groomed look and is in-line with a court room appearance. Conservative necklines will be worn. All clothes shall be neat and present a "business like" appearance.

#### **927.19 PROFESSIONAL STAFF ATTIRE**

Professional Staff attire includes casual pants (no blue jeans or shorts), slacks, collared sport shirts or blouses, polo shirts, socks/hosiery and business casual shoes (non- athletic). Professional staff may wear, at their discretion, department polos with embroidered county seal or Probation logo as approved by the department over the left side of chest. "Professional Staff" shall be embroidered under the star in 3/8" block letters in gold stitch on a gray polo. Professional staff may not embroider their name on department polos or add any other insignias, logos or names/titles to the department polo. Conservative necklines for female personnel will be worn. Approved office footwear includes business casual shoes. (Tennis shoes are not permitted.) All clothes shall be neat and present a "casual business like" appearance

#### **927.20 BADGE AND IDENTIFICATION**

While on duty sworn employees shall carry or have in their immediate possession their badge and identification.

#### **927.21 MOURNING BAND**

The mourning band shall 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 his/her designee. The LECC will notify the San Diego Supervisor and Probation Officer's Association when a California line of duty death occurs.

The mourning band shall be worn from the date of death until midnight on the day of the memorial services.

Funeral attendee: While attending the funeral of an out of region fallen officer.

State and National Peace Officer's Memorial Day: From 0001 hours until 2359 hours.

Wearing of the mourning band for any other line of duty deaths across the nation shall remain at the discretion of the Chief Probation Officer or his/her designee, but it is recommended that the decision to wear the mourning band, outside of the above policy be communicated to the San Diego Supervisor and Probation Officer's Association.

The preferred mourning band is a solid black band that will fit tightly around the badge. A band with the fallen officer's badge number and/or a black band with a blue stripe are acceptable. For star badges, the mourning band should be worn from 1100 to 1700 hours, as if looking at the face of a clock.

#### **927.22 UNIFORM DISPOSAL**

Uniform garments bearing the department embroidered badge logo or other identification for official duty purposes are not to be sold, given away to private parties or donated except to active



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sworn County of San Diego Probation Officers. All patches and Probation insignias shall be removed and destroyed upon discarding of any garments.

#### **927.23 GROOMING STANDARDS**

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief Probation Officer has granted exception.

##### **927.23.1 HAIR**

All Personnel: Hair shall be neat, clean and trimmed to present a well-groomed appearance. While on duty or in uniform, the hair shall be worn in a style that is not eccentric, does not impact or distract from the work environment, does not impact officer safety and is in-line with a court room appearance. Applied hair colors should conform to professional and business standards and are limited to natural shades of hair color. Wigs or hairpieces must conform to the same standard.

Uniformed Female Personnel: The length of the hair shall be worn above the shoulders while wearing a Department approved uniform. If the hair is longer than described, it must be worn up in a neat fashion and securely fastened in a bun or tied up. Wigs or hairpieces must conform to the same standard.

Uniformed Male Personnel: Hair shall be cut in any style that presents a professional appearance, as long as it does not extend beyond the top of the uniform shirt collar. 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.

##### **927.23.2 FACIAL HAIR**

Facial hair shall be neat, clean and trimmed to present a well-groomed appearance. Mustaches are permitted to extend no further than the smile crease line and not more than one-quarter inch below the corner of the mouth. Mustaches are not to extend below the upper lip line, and shall be neatly trimmed at all times. No beards or goatees are permitted for Class A and B uniforms.

For all sworn and professional personnel (with the noted exception above for sworn staff wearing a Class A or B uniform), beards or goatees are permitted and must be neatly trimmed and may not exceed a length of 2" inches.

##### **927.23.3 FINGERNAILS**

All employees shall wear their fingernails at a length which does not interfere with the performance of their duties and which would not be cause for injury if broken in the performance of their duties. The nails shall not be long, curled or shaped in a sharp pointy fashion.

#### **927.24 DEVIATIONS**

Deviations from the established standards may be permitted on a temporary basis, under 30 days, with supervisor approval because of unique duty assignments such as undercover operations, surveillances, modified work needs or regular contact with certain segments of the community. Deviations exceeding 30 days shall be requested in writing with justification to the appropriate Division Chief.

It shall be the responsibility of each supervisor to ensure that employees adhere to these guidelines.

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#### **927.25 JEWELRY AND ACCESSORIES**

##### **927.25.1 NECKLACES, WRISTBANDS, AND BRACELETS**

All employees shall not wear jewelry that is excessive. Necklaces or neck chains, bracelets and wristbands must adhere at all times to officer safety issues. If worn by sworn personnel on duty in the field, necklaces shall not be visible outside the employee's shirt.

##### **927.25.2 SUNGLASSES**

Sunglasses are only authorized for wear while supervising outdoor activities in the institutions or when conducting work activities in the field. Officers are not permitted to wear any type of mirrored lenses while on duty. Officers shall remove their sunglasses when conducting official business with the public unless strong sunlight makes it unsafe or impractical. Sunglasses are not permitted indoors. Prescription sunglasses that are required for medical reasons shall be permitted for indoor use only when accompanied by a Doctor's verification note which shall be submitted to administration via the employee's chain of command.

##### **927.25.3 HEADWEAR**

Department approved only.

#### **927.26 PERSONAL APPEARANCE, TATTOOS AND BODY ART**

Employees of the San Diego County Probation Department shall present a professional appearance at all times unless excused by the Chief Probation Officer or his designee due to special assignment.

##### **927.26.1 BODY ART AND TATTOOS**

While on duty or representing the Probation Department in an official capacity, every reasonable effort must be made to conceal tattoos or other body art. At no time while on duty or while representing the department in any official capacity shall any tattooed surface exceed 25% of the exposed body part. All Probation employees are prohibited from having any tattoo upon the neck (except the back of the neck), face, or head. All Probation employees are prohibited from displaying intentional scarring, mutilation (branding), and gauging body piercing or dental ornamentation while on duty or representing the department in any official capacity. The provisions of this subsection apply to both sworn and professional staff.

Employees are prohibited from displaying tattoos, scarifications or brands considered offensive, unprofessional and or inappropriate, regardless of its location, by any employee of the department while on duty or representing the department in any official capacity. The following includes, but does not limit tattoos, scarifications or brands considered offensive, unprofessional and or inappropriate:

1. Depictions of nudity and violence;
2. Sexually explicit or vulgar art, words, phrases or profane language;
3. Symbols likely to incite strong reaction in the public or workplace i.e. swastikas, pentagrams or similar symbols or;
4. Initials, acronyms or numbers that represent criminal or historically oppressive organizations, any street gang names and numbers or symbols.

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Visible tattoos that are prejudicial to good order and discipline are prohibited. Any brand or tattoo that is visible while wearing a class B, or C uniform and detracts from a traditional law enforcement appearance is prohibited or must be covered. The provisions of this subsection also applies to professional staff (non-sworn).

#### **927.26.2 BODY PIERCING**

Staff are prohibited from wearing any ornamentation in their face, nose, eyebrow, tongue or any other location of their body that is visible during working hours or any duty related functions with the exception of suitable earrings in the ear lobes of the external ear. Only female personnel with pierced ears may wear no more than two earrings per ear. Personnel shall be mindful of officer safety regarding the type of earrings worn.

#### **927.26.3 DENTAL ORNAMENTATION**

Staff shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purpose of ornamentation is prohibited. Teeth whether natural, capped, or veneered shall not be ornamented with designs, jewels, initials or other ornamentation.

#### **927.27 PERSONAL APPEARANCE COMPLIANCE AND EXPECTATIONS**

All personnel, supervisors and managers are responsible for their own day to day appearance standards. All supervisory personnel and management staff are responsible for setting an example, and will be held accountable for the appearance of their subordinates in accordance with progressive discipline. Supervisors and managers are required to bring to the attention of the employee any failure to conform to this policy. This will be done on an individual basis and in private.

Supervisory personnel and managers may initiate an immediate conversation toward a solution upon observing deficiencies or violations of this policy by any member of this Department and shall also report such deficiencies to the individual's command. Staff may be required to make reasonable corrections to remedy a dress policy violation immediately. If an absence from the workplace is required to change clothing, 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 office Division Chief or their designee for immediate resolution.

All employees are expected to adhere to the dress code and personal appearance policy set forth above. Failure to comply with this policy may result in disciplinary action.