


SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT	POLICY NUMBER: 506a	EFFECTIVE DATE: November 13 2017
	SUPERSEDES: May 8, 2017	
APPROVED BY:  CHIEF PROBATION OFFICER	TITLE: Appearance and Attire Policy	

Applicability to This Policy

This policy applies to all probation officers, field group counselors, support staff, modified duty staff, county embedded staff, non-departmental staff, volunteers and interns who work directly within the Adult and/or Juvenile Divisions of the Probation Department. For the purpose of this policy, all those noted above will be referred to as "staff."

I. General Policy

The goal of this policy is to maintain a business and professional environment with staff dressed in an appropriate and professional manner while performing their official duties.

This policy permits wearing of clothing with Probation Department insignia while participating in Special Duty activities and defines the parameters for wearing clothing with the Probation Department insignia while in the office and off-duty.

III. General Appearance Standards

The attire will be neat, clean, reflect favorably and be free of stains and tears. Shoes will be clean and in good repair. Hair will be neatly styled, clean and of appropriate color for a business setting. Extreme hairstyles, such as a "Mohawk," will not be worn. Facial hair will be neat, clean and trimmed to present a well-groomed appearance. Excessive jewelry, make-up, or piercings that detracts from a professional image will not be worn. Tattoos that reflect negatively upon the professional image of the Department must be covered. Certain articles of clothing that have a Departmental logo/lettering may be purchased with the approval of the Chief Probation Officer or designee. The Chief Probation Officer will be the final authority in the interpretation of any general or specific appearance standards outlined in this policy.

- A. **Public Forum:** Any location where staff make a presentation, a speech, give testimony, or meet in a formal setting with a judge, school administrator, member of the Board of Supervisors, job/career fair, or any other location in which the staff is officially representing the Probation Department is considered a public forum. This includes all appearances in any Court, where the staff is providing testimony or otherwise directly representing the Probation Department. Incidental appearances in courtrooms, such as to sign up defendants/minors for certain programs, would follow the office attire guidelines.

- B. **Informal Public Meetings:** This includes informal meetings such as those with other county agencies, collaborative partners and/or community groups.
- C. **Office:** Any office work or meeting within the Probation Department buildings, such as interviewing clients, writing court reports, conducting group work, etc.; Appearances by staff in courtrooms to provide information to offenders, minors or their parents/guardians will be considered to have occurred under this venue.
- D. **Field:** Any school or home visits with clients and their families in the field. Certain school visits, home visits, and field activities may fall under special activities and should be staffed with a supervisor.
- E. **Special Duty Activities:** Pre-organized activities such as police-probation tactical field searches, interagency or joint law enforcement operations, probation searches or supervisor approved manual labor jobs such as office equipment moves and clean-up activities shall be considered special duty activities. Certain field activities may fall into this category and should be staffed with a supervisor for proper attire.
- F. **Training Activities:** Any practical or classroom training (such as STC), at any site that is attended by staff is covered under this policy.

Note: Staff required to appear in court or perform special duties on extremely short notice (same day) will be allowed to complete those duties in the professional attire they were wearing when they were made aware of the order (excluding - Optional Sports attire).

IV. Appropriate Attire by Work Venue

- A. **Public Forum:** Appropriate attire for the public forum venue is “business professional.” Denim is not allowed for this forum.

Men: Business suit
 Sport Coat with shirt and tie; slacks
 Appropriate turtleneck/high neck sweater with sport coat
 Dress shoes

Women: Business suit/dress
 Blazer with blouse
 Slacks/Skirt with blouse/dress shirt
 Dress shoes/boots

- B. **Informal Public Meetings:** Includes everything in "Sections A and C"
- C. **Office:** Office attire requires clothing that maintains a professional image. This includes slacks, dark wash denim jeans (not excessively faded, stonewashed, light wash, tattered, baggy or with embellishments), capri pants (business casual, mid-calf or lower), skirts (top of the knee or lower), sport shirts, polo shirts, dresses, blouses, sweaters and dress / business appropriate shoes (oxfords, loafers, etc.) / boots, solid black

athletic shoes (no other colors are permitted on the shoe) . Includes everything in "Section A" above.

Optional Sports Friday: Sports jerseys or sports tops (without hoods) are allowed in the office only (adhere to department fit guidelines). Not to be worn outside the office in other venues or during scheduled appointments / meetings. Back up attire is required.

- D. **Field:** Field attire includes everything in "Section A" and "Section C" except Optional Sports attire. Clean, solid black athletic shoes may be worn for field visits (no other colors are permitted on the shoe). Sandals may not be worn in the field. Staff should be cognizant of appropriate attire (including heel height) in regards to safety.

Note: Refer to the unacceptable attire paragraph below for items not listed here.

- E. **Special Duty Activities:** Special duty activity attire may include, but not be limited to:
- (1) Appropriate jeans or other type work pants in good condition
 - (2) Sweatshirts (Sweatpants are allowable for Defensive Tactics/CPR training only)
 - (3) Athletic shoes / sneakers / boots
 - (4) Probation Identification Clothing such as Probation logo tee-shirts/hats/jackets*
 - (5) Safety vests and other types of safety equipment*
- *Mandatory when participating in searches

Note: Refer to the Probation Department's Field Officer Safety Manual for further information regarding attire required for special duty.

- F. **Training:** Training days are considered workdays and attire in "Sections A, B, C," above will be worn. However, if the nature of the training is not standard classroom training such as defensive tactics or CPR training, special training clothes as defined for that specific training will be worn.

V. **Appropriate Use of Clothing with the Department Insignia**

Clothing with department insignia must be black, navy or other neutral colors.

- A. **Special Duty Activities:** Insignia clothing shall be worn as defined for assigned special activities.
- B. **Office:** In addition to special duty activities, clothing with Department insignia on the front or back may be worn in the office during normal business hours.
- C. **Field:** Identifying clothing with department insignia is not allowed. Staff may wear a chain or belt badge that shall remain concealed unless there is a need to provide proper identification.

Note: Probation messenger and lunch bags are allowed for use in the field.

- D. **Off duty:** Staff is discouraged from wearing clothing with department insignia while conducting personal business after hours. Staff should be cognizant about stopping at

retail stores.

Note: Clothing with Department insignia on the back may not be worn off duty

VI. Unacceptable Attire

Unacceptable clothing, including any outerwear, which distracts from a professional image, is not permitted. Examples of such clothing, except as previously noted, include but are not limited to:

- Halter-tops, tube tops, racer back tops, and spaghetti strap tops/dresses; Sleeveless blouses or dresses must have a shoulder width no less than 1 ½ inches
- Tank tops unless worn under a sweater, blouse, shirt or jacket
- See-through or sheer blouses or shirts unless worn with a shirt or tank top, shirt/tank top should not be spaghetti strap or low back
- Low-cut (front and/or back), or other distracting blouses, shirts or dresses
- Casual/athletic/jersey style Tee shirts (cotton interlock), sweatshirts, sweatpants, leg warmers, or overalls (except for special duty)
- Pedal pushers, shorts, cut-offs or bathing suits
- Clothes that expose midriff or torso during normal range of motion activities
- Skirts or dresses above the top of the knee cap, skirts/dresses with slits more than 3 inches higher than the knee cap
- Workout Clothes (sweat suits, jogging suits, body suits, spandex or lycra workout suits)
- Leggings, spandex etc. worn as pants
- Underclothing worn as outer clothing
- Any torn, faded or dirty clothing
- Camouflage or fatigue clothing (except for special duty)
- Casual canvas shoes (such as Bobs, Keds, Toms, Vans, thong sandals, beach sandals, shower shoes, flip-flops, and slides)
- Slippers, socks without shoes, barefoot outside cubicle
- Shearling slipper style boots
- Athletic shoes such as tennis shoes, court shoes, jogging shoes or sneakers (except as noted in office, field or special duty), rubber boots, boots above the knee, etc.
- Denim clothing (including shirts, vests or jackets) that is faded, tattered, stonewashed, light wash, contains embellishments, baggy style jean, or jean leggings
- Message or large logo clothing (except for approved Departmental logo clothing)
- Clothing with Probation inscribed in bold letters may only be worn during approved activities
- Clothing with Probation insignia is prohibited while a staff is engaged in other forms of employment for which they are compensated
- All hats, when worn inside buildings, are prohibited except as special duty attire.
- During special duty or field visit activities, only Probation Department approved logos are permitted on hats and clothing.
- Upon returning to work from any Department approved activity which allows for a standard less than that identified in section C, staff is expected to change into acceptable attire within

½ hour or before seeing clients, whichever occurs first.

Note: The Chief Probation Officer may add items to this list as other styles of clothing present themselves.

VII. Enforcement of This Policy

All staff is expected to adhere to the Appearance and Attire Policy. It is perfectly acceptable for peers to support each other in complying with this policy.

All supervisors and managers are expected to model professional dress and assume responsibility to monitor staff compliance. Immediate supervisors are responsible for consistently monitoring their own staff, as well as other staff to assure compliance.

Supervisors and managers are required to immediately bring to a staff's attention any clear failure to conform. If it is unclear, they need to consult another supervisor/manager. Once a decision is reached, appropriate action (to include speaking with the staff) will be taken.

Any staff that reports to or is at work inappropriately dressed / groomed may be directed to leave work and return only when he/she is in compliance. If a staff is required to leave work to comply with the Appearance and Attire Policy, that staff will utilize personal leave/compensatory time off.