

Duty Dress Standards, Uniform Requirements, and Grooming

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Issuing Authority: Chief Probation Officer	

203.1 PURPOSE:

To provide guidelines related to duty dress standards, uniform requirements, and grooming.

203.2 DEFINITIONS:

Class A: A department-issued formal dress uniform typically consisting of dress pants, a long-sleeved shirt, a tie, patent leather uniform shoes or black boots, an all-leather dress belt, a duty belt, holsters, a magazine pouch, and a cuff case. It may also include white gloves and a duty dress cap. Staff shall only wear department-approved or issued Class A uniforms and items in accordance with the Department's approved arrangement. Short-sleeved shirts are not permitted as Class A dress attire; however, they may be worn in limited and appropriate circumstances in less formal settings. Class A dress shirt patches and adornments shall align with the duty shirt provisions below. Metal badges and nameplates shall be worn in place of embroidery.

Class B: A non-uniform "business formal" dress style typically intended for court appearances, public appearances/presentations, business meetings, and events, etc., where a professional image is required.

Class C: A non-uniform "business casual" dress style typically intended for office work, training, limited public appearances, casual meetings, limited or no interaction with the public, etc.

Class D: A department-issued uniform intended for fieldwork and/or facility operations. Typically consists of department-issued Tactical Battle Dress Uniform pants (BDUs), a department-issued duty shirt, a black belt, and duty boots. For field officers, a black department-issued t-shirt and tactical vest may also be acceptable. Safety equipment and/or a duty belt should be worn pursuant to requirements.

Department-Issued Duty Shirts: A navy-blue polo or golf-style collared shirt, either long- or short-sleeved, with a gold embroidered probation badge on the upper left chest. The badge has the lettering "San Bernardino County" arched over it, with "Probation" underneath. Gold embroidered patches indicating "San Bernardino County Probation" are on the upper shoulders of both sleeves. The officer's first initial and last name are embroidered on the upper right chest. Rank of Division Director and above may be embroidered underneath the officer's name on the upper right chest. Rank insignia (e.g., PCSI/POIII: 2 chevrons; PCSII/SPO: 3 chevrons; DDI: single gold bar; DDII: double gold bars; DCPO: 2 gold stars; ACPO: 3 gold stars; CPO: 4 gold stars) may be placed on

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the shoulders or the collar. A hash mark patch or embroidery may be added on a long-sleeved shirt on the left sleeve above the cuff. Each hash mark represents five (5) years of service as a sworn peace officer.

Department-Issued Polo Shirts: A polo/golf style collared sport shirt, either long or short-sleeved, with approved Department/County lettering, seal, badges, etc. These shirts may be issued to both sworn and non-sworn staff and may be worn as part of Class C dress. These shirts are not authorized to be worn for field work.

Department-Issued T-Shirt: A black crew neck t-shirt, either long or short-sleeved, with a gold printed probation badge on the upper left chest, with the lettering "San Bernardino County," arched over the badge, and "Probation" underneath the badge. Gold printed patches indicating "San Bernardino County Probation" are located on the upper shoulders of both sleeves.

Department-Issued Duty Jacket: A black cold-weather jacket with a gold embroidered probation badge on the upper left chest, with the lettering "San Bernardino County," arched over the badge, and "Probation" underneath the badge. Gold embroidered patches indicating "San Bernardino County Probation" are located on the upper shoulders of both sleeves. The officer's first initial and last name are embroidered on the upper right chest. Rank insignia may be located on the shoulders or the collar, and hash marks on the left sleeve consistent with the duty shirt provisions listed above.

203.3 RESPONSIBILITIES:

I. All Staff:

- A. Shall dress in Class A-D attire consistent with classification, job duties, assignment, rank, etc.
- B. Shall dress in a professional, appropriate manner, and in compliance with County policy (07-16) and this procedure.
- C. Shall wear their Department/County-issued ID badge in a fully visible manner, while on duty and in Class B and C dress, unless authorized by the Chief Probation Officer or their designee due to safety issues/cases where wearing the ID badge will interfere with the execution of duties, etc.
- D. Shall maintain appropriate grooming/hygiene, including clean and neatly groomed professional hairstyles, beards, sideburns, mustaches, etc.
- E. Shall only wear jewelry that does not detract from a professional appearance. All facial jewelry is prohibited.
- F. While on duty, shall not exhibit, display, allow to be visible, etc., any body art (e.g., any physical alteration or modification, including, but not limited to, tattooing, piercing, stretching, branding, beading/implantation, scarification, etc.). Any body art shall be completely covered by articles of clothing, a skin-colored patch not exceeding three (3) inches by three (3) inches, or skin-colored cosmetic makeup.

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- G. Shall ensure clothing/uniforms are neat, clean, pressed/ironed, well-fitting, and in good taste and repair.
 - H. Shall adhere to all applicable Department procedures regarding approval, use, storage, and/or care of issued/approved uniforms and/or equipment.
 - I. Shall not wear Class A or D uniforms, department-issued duty shirts, department-issued black t-shirts, department-issued polos, department-issued jackets, department-issued equipment, etc., while off duty. While in transit to/from work shall wear a non-uniform outer garment covering the department-issued duty shirt/black t-shirt/duty jacket.
 - J. Any variation to the requirements of this procedure not specifically stated must be authorized by the Chief Probation Officer or their designee. Requests for modification must be submitted in writing and will be considered on a case-by-case basis.
 - K. The Chief Probation Officer may authorize "dress down" days as determined. Staff shall follow all specific requirements as authorized, along with applicable sections of Department/County policy/procedure.
 - L. Shall not wear hats, caps, beanies, or other head coverings while on duty unless the item is department-issued, department-approved, required for safety, required for weather or environmental conditions, part of an approved uniform, or approved as a religious, medical, or other reasonable accommodation. Headwear shall be clean, professional in appearance, and shall not display unauthorized logos, wording, graphics, or insignia. Department-approved headwear may be worn during field duties, outdoor assignments, or other circumstances approved by the Chief Probation Officer or their designee.
- II. All Sworn Staff:
- A. Will be issued Class D uniforms in accordance with their respective Memorandum of Understanding (MOU) and/or consistent with classification, job duties, assignment, rank, etc.
 - B. Armed officers may wear their firearm in approved dress and/or uniform styles consistent with the Arming procedure. Firearms shall not be worn with jeans/denim unless specifically authorized by the Chief Probation Officer/Assistant Chief Probation Officer.
 - C. Shall wear their duty shirt tucked in at all times.
 - D. Class A uniforms will only be issued upon approval of the Chief Probation Officer/Assistant Chief Probation Officer and shall only be worn as authorized by the Chief Probation Officer/Assistant Chief Probation Officer.
 - 1. Any deviation from its authorized use must be approved via the chain of command.
 - E. Duty belts shall only be worn as part of the Class D uniform, unless participating in training.

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- F. Shall wear black duty boots with their Class D uniform, except for staff working in the JDAC or Treatment Facilities, who may wear all black athletic shoes, including shoelaces, logo, and trim, which must be free of any icons, patches, etc.
- G. Badges shall be worn in accordance with the Metal Badges Procedure.
- H. Medal ribbons/ribbon bars presented by the Department shall only be worn with the Class A uniform, beneath the badge pin, centered above the pocket flap, at the edge of the flap crease.
- I. Unless otherwise directed, CORE Academy students shall wear a Class D uniform as issued or business attire if a Class D uniform is not yet available. A department-issued grey long-sleeved shirt shall be worn during physical training. Sweatpants/shirts/tops issued to personnel during the CORE Academy are acceptable, as approved, during CORE participation only.
- J. PCOs and PCSI/II in the JDAC/TFs may wear department-issued black shorts between Memorial and Labor Day.
- K. Personal Hygiene, grooming, and officer safety:
 - 1. Nails shall remain clean, be of reasonable length, as to not interfere with the duties assigned, and not pose a safety issue.
 - 2. Hairstyles shall be clean, trimmed, and not fall over the eyes. Hair shall be properly restrained for its length and the job assignment. Style and restraint of hair should be consistent with safety and should not impede the ability to defend against personal assault. Hair coloring shall not contain unusual contrasts nor be outside the range of natural hair colors.
 - 3. Beard, mustache, and sideburn shall be well groomed, neatly trimmed, not excessively heavy or bushy, and kept to a standard length that cannot pose a safety issue and cannot be grasped by an assailant.
 - 4. Officers shall not wear hoop/dangling earrings or bracelets, piercings, or necklaces in detention supervision or field activities. Male officers shall not wear earrings on duty unless specifically approved by the Chief Probation Officer/Assistant Chief Probation Officer.

III. All Professional Staff:

- A. May request up to three (3) department-issued polo shirts consistent with classification, job duties, assignment, rank, etc.
- B. Nursing/Medical Staff Uniforms:
 - 1. Scrubs (solid or patterned)/Scrub pants (solid colored)
 - 2. Department-issued blue jackets
 - 3. Lab jackets (solid or patterned)
 - 4. Athletic shoes or closed-toe footwear with a back strap that provides for mobility and quick response.

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5. Department-issued polo shirt

C. Culinary Staff:

1. Shall report for their assigned tour of duty in chef's pants and shirts and water-resistant, non-skid soled footwear.
2. Will be issued five (5) pants and five (5) culinary shirts; separately colored chef's shirts may be issued by the Department to denote rank or assignment in the facility kitchen.
3. The Food and Beverage Operations Manager/Food Services Supervisor II may dress in Class B or C dress styles as outlined in this procedure.
4. The Food and Beverage Operations Manager/Food Services Supervisor II may approve minor changes to culinary uniforms/requirements should the need arise, without revision to this procedure.
5. The Department shall provide bonnets, hairnets, and gloves for the culinary staff.

IV. Probation Corrections Officers (PCOs):

- A. Shall report for their assigned tour of duty dressed in their Class D department-issued uniform.
- B. Shall maintain a second set of Class D clothing in their facility locker.
- C. Shall only wear a black colored undershirt with duty shirts.
- D. Department-issued black t-shirts may be worn while engaged in physical training.
- E. PCOs assigned to field assignments shall adhere to Section V of this procedure.
- F. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater, etc.) other than their department-issued duty jacket while working in the JDACs/TFs. The department-issued jacket hood shall be secured inside the collar or detached when worn in the JDACs/TFs.

V. Probation Officers (POs)/Supervising Probation Officers (SPOs)/Division Directors (DDI/DDII)/Deputy Chief Probation Officers (DCPOs)/Assistant Chief Probation Officer (ACPO)/Chief Probation Officer (CPO):

- A. Shall not wear department-issued black t-shirts except underneath the tactical vest, underneath the duty shirt, or while in physical training.
- B. Shall, when returning from the field or training, transition from the department-issued black t-shirt to their duty shirt or department-approved attire in a reasonable amount of time.
- C. Shall wear their Class D department-issued uniform (approved/department-issued BDUs, duty boots, department-issued duty shirt, department-issued black t-shirt, tactical vest, all required safety equipment, etc.) for all field work unless otherwise approved by the Chief Probation Officer/Assistant Chief Probation Officer. Wearing the tactical vest with the department-issued black

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t-shirt is the recommended dress; however, duty shirts may be worn under a tactical vest as the situation dictates.

- D. Shall only wear a black colored undershirt with duty shirts.
- E. Shall not alter or adorn the tactical vest unless previously approved by the Chief Probation Officer/Assistant Chief Probation Officer.
- F. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater, etc.) other than their department-issued duty jacket while on duty and 1) dressed in their Class D uniform and working with the public or 2) while working in the JDAC/TFs. The department-issued jacket hood shall be secured inside the collar or detached when worn while in the JDAC/TFs.

VI. All Supervisors:

- A. Shall immediately address all non-compliance with this procedure.
- B. Probation Corrections Supervisor Is (PCSI) shall report for their assigned tour of duty dressed in their Department-issued Class D uniform, unless performing Watch Commander duties, wherein Class B or C dress is appropriate.
- C. Shall not wear any covering (e.g., shirt, hoodie, sweatshirt, sweater, etc.) other than their department-issued duty jacket while on duty and 1) dressed in their Class D uniform and working with the public or 2) while working in the JDAC/TFs. The department-issued jacket hood shall be secured inside the collar or detached when worn while in the JDAC/TFs.

VII. Division Director I/II, Deputy Chief Probation Officer, Assistant Chief Probation Officer, and Chief Probation Officer:

- A. Shall immediately address all non-compliance with this procedure.
- B. Shall be issued Class A uniforms.
- C. Shall wear brass collar ranking as follows (Rank Insignia Collar Placement found in ProbTools):
 - 1. Collar stars: five-pointed, pyramid-shaped stars shall be worn on both sides of the collar in a straight line with one ray of each star pointing toward the top edge of the collar.
 - 2. Collar bars: worn on both sides of the collar in a straight line with the bottom bar parallel to the front edge.
 - 3. Closed collar: rank insignia placement shall be spaced one inch from the front and top edges.
 - 4. Open collar: rank insignia placement shall be one inch from the front edge and along the centerline.