
Personal Appearance Standards

823.1 GROOMING STANDARDS

Members on duty shall maintain a neat, well-groomed, professional appearance.

823.1.1 HAIR

All Members: Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily used for securing the hair and must present a professional image. Wigs or hairpieces must conform to the same standard.

Uniformed Officers: Hairstyles must not extend below the bottom edge of a uniform shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar. Wigs or hairpieces must conform to the same standard.

823.1.2 FACIAL HAIR

Facial hair, other than sideburns, mustaches, and eyebrows, is prohibited, unless authorized by the Chief Probation Officer or the authorized designee.

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 while wearing Class A and B uniforms.

For all sworn and professional members (with the noted exception above for sworn members wearing a Class A or B uniform), beards or goatees are permitted and must be neatly trimmed and may not exceed a length of 1/2" inch.

Any member who may be required to wear a respirator (e.g. N95 filtering face piece respirator) in the course of their duties shall:

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-face piece seal or the valve function (8 CCR 5144).
- (b) Members with facial hair shall have shaving equipment readily available at work should an emergency situation dictate immediate removal or trimming of facial hair.

823.1.3 SIDEBURNS

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.

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823.1.4 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The nails shall not be long, curled or shaped in a sharp pointy fashion. The color of fingernail polish shall present a professional image.

823.2 PERSONAL APPEARANCE

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

823.2.1 JEWELRY AND ACCESSORIES

Jewelry refers to rings, earrings, necklaces, wristbands, bracelets, wristwatches, and tie tacks or tie bars. All members shall not wear jewelry that is excessive. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar. If worn by on duty sworn officers, necklaces shall not be visible outside the members' shirt.
- (b) Uniformed members 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 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 members may wear earrings in the ear lobe. No more than two earrings per ear. Sworn and Non-Sworn members will remove all other visible pierced jewelry while on duty.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

823.2.2 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 member's chain of command.

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823.2.3 GLASSES AND CONTACT LENSES

Eyeglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the San Diego County Probation Department in any official capacity.

823.2.4 HEADWEAR

Department approved only.

823.2.5 BODY ART, MODIFICATIONS, AND TATTOOS

The provisions of this subsection apply to all members. While on-duty or representing the San Diego County Probation Department in any official capacity, members should make every reasonable effort to conceal tattoos, body modifications, or other body art. At no time shall any tattooed surface exceed 25% of the exposed body part while the member is on-duty or representing the Department in any official capacity. 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.

All Probation members are prohibited from having any tattoo upon the neck (except the back of the neck), face, or head. Any offensive tattoo or body art must not be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

823.2.6 BODY PIERCING

Members 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.

823.2.7 DENTAL ORNAMENTATION

Members 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.

823.2.8 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion, and other items used for body fragrance shall be kept to a minimum.

823.2.9 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

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823.3 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should be handled with the supervisor and Human Resources. The Chief Probation Officer should be advised any time a request for religious accommodation is denied.

823.4 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 should be the responsibility of each supervisor to ensure that members adhere to these guidelines.

823.5 COMPLIANCE AND EXPECTATIONS

Supervisory members 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. Members 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 member 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 members are expected to adhere to the dress code and personal appearance policy set forth above. Failure to comply may result in disciplinary action.