

## Uniforms and Civilian Attire

### 824.1 UNIFORMS - GENERAL

#### 824.1.1 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.

#### 824.1.2 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 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.

#### 824.1.3 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

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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 ½" 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 ½ 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.

#### 824.1.4 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 ½" 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.

#### 824.1.5 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

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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). Officers may also wear the department approved rain jacket.

#### 824.1.6 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).

#### 824.1.7 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.

#### 824.1.8 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.

### **824.2 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.

#### 824.2.1 HAT

While working in the institutions, officers are permitted to wear black baseball caps embroidered with "San Diego County" in ½" 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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#### 824.2.2 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).

#### 824.2.3 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).

### **824.3 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.

#### 824.3.1 UNIFORM ALLOWANCE

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

#### 824.3.2 PROPERTY OF THE DEPARTMENT

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

#### 824.3.3 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.

### **824.4 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.

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#### **824.5 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.

#### **824.6 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.

#### **824.7 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). Crew necks, T-shirts and jeans of any color are prohibited.

#### **824.8 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.

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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.

#### **824.9 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).

#### **824.10 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.

#### **824.11 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.

#### **824.12 TASK FORCE OFFICERS 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.

#### **824.13 TASK FORCE OFFICERS FIELD AND OFFICE ATTIRE**

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The Chief Probation Officer or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers and other specific assignments.

#### **824.14 INSTRUCTOR AND OFFICER TRAINING ATTIRE**

##### **824.14.1 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 stitch 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 stitch, 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 stitch 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 stitch 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 stitch 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 stitch 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.

##### **824.14.2 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

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(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.

#### **824.15 SUPERVISOR ATTIRE**

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.

#### **824.16 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.

#### **824.17 MOURNING BAND**

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement or probation officer is killed in the line of duty in the State of California, who captured national attention, or as directed by the Chief Probation Officer. The following mourning periods will be observed:

- (a) From the time of death until midnight on the day of the funeral.
- (b) Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- (c) State and National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (d) As directed by the Chief Probation Officer.



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#### **824.18 OPTIONAL EQUIPMENT**

Any items that are allowed by the San Diego County Probation Department but that have not been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

- (a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
- (b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned Property Policy.

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