



GENERAL ORDER

Dress Code and Personal Appearance

Purpose and Scope

This order establishes standards for acceptable dress and personal appearance that project and enhance a positive and professional image.

Affected Personnel

All sworn employees

Effective Date

Upon employee receipt of department-issued apparel

I. Standards of Dress

Officers shall maintain a professional, business-like appearance appropriate to specific job assignment, tasks, and safety. Personal grooming and hygiene shall reflect neatness and cleanliness. Footwear shall be safe and appropriate for job assignment and responsibilities.

II. Exceptions to Standards

Exceptions to this General Order may be allowed at the discretion of a supervisor or manager based upon an officer's assignment or circumstance, such as a medical condition, undercover work, or other safety concern.

III. Division/Assignment Specific Standards

A. Field Services¹

1. Armed officers *shall* wear:
 - a. Approved department-issued black polo shirt;
 - b. Approved department-issued black t-shirt (shall only be worn under body armor);
 - c. Proper fitting jeans, cargo/tactical or khaki style pants.
 - d. Apparel shall be worn in a manner that allows access to safety equipment and weapon on an officer's duty belt.

2. Armed officers *may* wear:
 - a. Approved department-issued black jacket;
 - b. Solid, matching, plain, long sleeve shirt under their approved department-issued polo or t-shirt.

¹ Includes Juvenile/Adult Field, ACC and Adult Work Project

3. Armed officers may wear the approved department-issued hat only. All other hats and caps are prohibited.
 - a. Hats shall always be worn with the bill facing forward; and
 - b. Hats shall never be worn indoors.
4. Armed officers working in the field the majority of the day are not required to change from their department-issued black t-shirt to the approved polo-shirt when they return to the office.
5. Unarmed officers *shall* wear:
 - a. Approved department-issued black polo shirt; or
 - b. A polo shirt (with no probation indicia), or business-style dress shirt/sweater; and
 - c. Slacks, proper fitting jeans, cargo/tactical or khaki style pants.
6. Unarmed officers *may* wear:
 - a. Approved department-issued jacket;
 - b. Suit jacket/blazer;
7. Unarmed officers may wear the approved department-issued hat only. All other hats and caps are prohibited.
 - a. Hats shall always be worn with the bill facing forward; and
 - b. Hats shall never be worn indoors.

B. Youth Detention Facility (YDF)

1. Probation Aides, Probation Assistants, Deputy Probation Officers, Sr. Deputy Probation Officers, and Supervising Probation Officers *shall* wear:
 - a. Approved department-issued polo shirt; and
 - b. Proper fitting jeans, cargo/tactical or khaki style pants.
2. The classifications above *may* wear:
 - a. Solid, matching, plain, long sleeve shirt under their approved department-issued polo shirt;
 - b. Approved department-issued jacket or sweatshirt.
3. In addition to the requirements above, sworn employees assigned to Juvenile Work Project *may* wear:
 - a. Approved department-issued t-shirt;
 - b. Rain gear during inclement weather;
 - c. Cargo/Tactical-style shorts;
 - d. Approved department-issued hat with the bill facing forward. No other hats or caps are authorized². Hats shall never be worn indoors.

² Exception: Approved full brim style hats for sun/rain protection.

4. Approved attire for Pool Supervision Staff and Probation Lifeguards is outlined in the Youth Detention Facility Pool Program Operations Order.

C. Court Services, Placement, Administration, and Professional Standards

1. Officers *shall* wear:
 - a. Approved department-issued black polo shirt; or
 - b. A polo shirt (with no Probation indicia), or other business style dress shirt/sweater; and
 - c. Slacks, khaki style pants, a skirt, or a dress.
2. While in the courtroom, Presenters and Liaisons *shall* wear:
 - a. A business-style dress shirt; and
 - b. Slacks, a skirt, or a dress.
 - c. Male presenters shall wear a tie.
3. Officers *may* wear:
 - a. Suit jacket/blazer;
 - b. Approved department-issued black jacket (except in the courtroom and as specified in this order).

D. Firearm and Defensive Tactics Instructors

1. While conducting training, instructors *shall* wear:
 - a. Defensive Tactics Instructors: Approved department-issued red polo shirt;
 - b. Firearm Instructors: Approved department-issued red t-shirt;
 - c. Proper fitting jeans or cargo, tactical or khaki style pants.
2. While conducting training, instructors *may* wear:
 - a. Tactical shorts while conducting outdoor range training;
 - b. Workout apparel while conducting defensive tactics training.
 - c. Approved department-issued jacket.
 - d. Approved department-issued hat with the bill facing forward. No other hats or caps are authorized. Hats shall never be worn indoors.

E. Training and Conferences

- A. Training and conferences are considered on-duty hours. Officers attending training or conferences *shall* wear:
 1. Approved department-issued polo shirt consistent with their assignment; or
 2. A polo shirt (with no Probation indicia), or other business style dress shirt/sweater;
 3. Slacks, a skirt, or a dress;
 4. Proper fitting jeans, cargo or khaki style pants.
- B. Officers *may* wear:
 1. Suit jacket/blazer or sweater;
 2. Approved department-issued jacket.

3. Workout apparel if the training requires physical exertion, such as range training/qualifications, Advanced Officer Training, or defensive tactics. The workout apparel shall only be worn while participating in the training.

F. Board of Supervisors Meetings/Courtroom Appearances

- A. Tactical gear or jeans, regardless of assignment, shall not be worn at Board meetings or when testifying before a Judge or Hearing Officer.
- B. Unless pre-authorized by the Chief Probation Officer or designee, when attending any Board of Supervisors meeting, presentation or recognition event held in the Board Chambers, officers shall wear:
 1. Approved department-issued polo shirt consistent with their assignment; or
 2. Business dress shirt/sweater/jacket; and
 3. Slacks, khaki style pants, a skirt, or a dress.
- C. When testifying before a Judge or Hearing Officer³, officers shall wear:
 1. A business-style dress shirt and jacket with slacks, a skirt, or a dress;
 2. Male officers shall wear a tie.

G. Unacceptable/Prohibited Attire

1. Caps or hats not in accordance with this order;
2. Jackets, sweatshirts or other outerwear not in compliance with the standards as set forth in this order;
3. T-shirts, except as specified;
4. Stained, torn, faded or excessively worn apparel;
5. Apparel that is see-through, provocative, revealing, or exposes the midriff or undergarments;
6. Apparel that depicts illegal activities, alcohol, tobacco, or is sexually suggestive in nature;
7. Apparel endorsing or opposing a political viewpoint, social issue, or cause;
8. Apparel with logos depicting sports teams, brands, affiliations⁴;
9. Apparel identifying other government agencies (exception: officers assigned to multi-agency teams);
10. Hawaiian print;
11. Camouflage;
12. Workout apparel, except as specified;
13. Shorts, except as specified;
14. Dresses or skirts shorter than mid-thigh; and
15. Flip flops.

IX. Security of Probation Logo and Apparel

- A. Officers are authorized to wear apparel depicting a Probation logo to/from work or while conducting authorized personal business on duty (e.g. lunch or break periods); however, for safety purposes, officers are encouraged to conceal all logos identifying them as a Probation Department employee.

³ Exception: Any unplanned/emergency contact.

⁴ Apparel bearing small, discrete brand identifiers, such as Nike, may be worn.

- B. Department-issued apparel shall not be worn off-duty.
- C. Officers shall not place individual orders for probation apparel or reproduce the Department's official star or logo on personal property without authorization from the Chief Probation Officer or designee.
- D. Department-issued apparel bearing the department badge, logo, or other identification shall not be sold, given away to private parties, or donated.
- E. Department-issued apparel, such as Probation logo shirts or jackets, shall be returned to the officer's direct Supervisor upon separation from the Department.
- F. Damaged, soiled, or unusable apparel will be returned to the officer's direct Supervisor, who will dispose of it in accordance with the Property: Lost, Damaged, or Stolen General Order. The apparel shall be replaced as soon as practicable.
- G. Department-issued apparel not meeting the standards set forth in this order shall be returned to the officer's direct Supervisor.

X. Jewelry, Body Piercing, and Tattoos

- A. Jewelry and body piercings shall meet safety requirements of an assignment.
- B. Tattoos that reflect negatively upon the professional image of the Department, portray an anti-social message, or are provocative in nature shall be covered while on duty.

XI. Compliance

- A. Officers not in compliance with this order will be directed to change into approved attire.
- B. If an absence from the workplace is required to change clothing, the absence shall not be compensated.

Amends/Replaces

Administrative Policy & Procedure, Dress Guidelines, September 2006

Authorized By Lee Seale Date 9/8/17
Lee Seale, Chief Probation Officer