

PROBATION DEPARTMENT DIRECTIVE

Directive No.: **1531**

Issued Date: 10/09/2024

Post Until: 10/09/2025

SUBJECT: UNIFORMS AND CIVILIAN ATTIRE POLICY AND PROCEDURES

Staff assigned to or supporting juvenile institutions are instructed to review and acknowledge the enclosed Uniforms and Civilian Attire policy and procedures.

The policy and procedures will be located on Prob-Net (Probation Manuals- [POLICIES, PROCEDURES, AND MANUALS-JUVENILE INSTITUTIONS MANUAL \(sharepoint.com\)](#)). If you have any questions or need clarification about this Directive, please contact your supervisor.



Guillermo Viera Rosa
Chief Probation Officer

October 9, 2024

Date

Uniforms and Civilian Attire

1232.1 PURPOSE AND SCOPE

This policy provides guidelines and requirements for civilian attire and Department-authorized uniforms. The purpose of this policy is to ensure that uniformed sworn staff members are readily identifiable to the public through the proper use and wearing of department uniforms and that the appearance of those staff members who wear civilian attire reflects favorably on the Department.

This policy addresses wearing and maintaining department uniforms, accessories, insignia, patches, and badges. It also covers the requirements for staff members who wear civilian attire, plus the authorized use of optional equipment and accessories by Department staff members.

Other related topics, including authorized and unauthorized use of badges, lost or stolen badges, and the use of the badge or its likeness by employee groups, are addressed in the Badges, Patches, and Identification Policy and Personal Appearance Standards Policy.

1232.2 POLICY

The Department will provide uniforms to all sworn staff members who are required to wear them in the manner, quantity, and frequency agreed upon in the respective employee group's collective bargaining agreement or memorandum of understanding. The Department may provide other department staff members with uniforms at the direction of the Chief Probation Officer.

All uniforms and equipment issued to department staff members shall be returned to the Department upon termination or resignation.

The Department may provide a clothing allotment for staff members to purchase and maintain attire required for their assignments in the manner, quantity, and frequency agreed upon in the employee group's collective bargaining agreement or memorandum of understanding.

1232.3 UNIFORM AND ATTIRE GUIDELINES

The Chief Probation Officer or the authorized designee shall maintain and update uniform, attire, and equipment specifications, which all staff members should consult as needed. Uniforms shall be worn as described therein and as specified in this policy.

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The following shall apply to those assigned to wear department-issued uniforms:

- (a) Uniforms and equipment shall be maintained in serviceable condition and ready for immediate use. They shall be neat, clean, and professionally pressed.
- (b) Officers in a non-uniformed assignment shall possess and maintain a serviceable uniform and the necessary equipment to perform uniformed duty.
- (c) Uniforms shall be worn in compliance with any applicable department specifications.
- (d) Uniformed staff members shall wear only the uniforms and/or pins specified for their ranks and assignments.
- (e) Civilian attire shall not be worn with any distinguishable part of a uniform.
- (f) Uniforms are only to be worn while on duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief Probation Officer or the authorized designee.
 - a. When the uniform is worn while in transit, a civilian outer garment shall be worn over the uniform shirt to avoid bringing attention to the staff member while off-duty.
- (g) Staff members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.
- (h) All supervisors will periodically inspect staff members under their command to ensure conformance to this policy.

1232.3.1 ACCESSORIES

Staff members shall adhere to the following when wearing department uniforms:

- (a) Mirrored sunglasses will not be worn.
- (b) Jewelry shall be in accordance with the specifications of the Personal Appearance Standards Policy.

1232.3.2 INSIGNIA, PATCHES, AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief Probation Officer:

- (a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine-stitched to the sleeves of all uniform shirts and jackets.
- (b) Badge - The department-issued badge, or an authorized machine-stitched cloth replica, must be worn and visible at all times while in uniform.

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- (c) Nameplate-The regulation nameplate, or an authorized machine-stitched cloth nameplate, shall be worn at all times while in uniform.
 - i. When a jacket is worn, the nameplate, or an authorized machine-stitched cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.
- (d) Rank Pin- Staff shall be issued pins that identify their current rank with the Department. The pins shall be placed on each shirt collar. Staff shall be issued new pins upon change of rank.
- (e) Service Hashmarks (Class A only) - The designated insignia indicating the staff member's length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine-stitched to the left sleeve of the uniform. One hashmark for every five (5) years of service.
- (f) Assignment insignias - Assignment insignias (e.g., Facility Training Officer (FTO)) may be worn as designated by the Chief Probation Officer.
- (g) American flag pin - An American flag pin may be worn centered above the nameplate. Award/commendation insignia - Insignia representing an award or commendation.

1232.3.3 LOGOS

Items bearing the department logo will not be worn when performing duties of other employment as described in the Outside Employment and Outside Overtime Policy.

1232.3.4 MOURNING BAND

Uniformed staff members shall wear a black mourning band across the department badge whenever a peace officer is killed in the line of duty or as directed by the Chief Probation Officer. These mourning periods will be observed:

- (a) Department officer - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.
- (d) National Peace Officers Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (e) As directed by the Chief Probation Officer.

1232.4 UNIFORM CLASSES

The Chief Probation Officer or the authorized designee shall determine the uniform to be worn by each department staff member or any deviations that may be authorized.

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1232.4.1 CLASS A UNIFORM

The Class A full-dress uniform is to be worn by designated department staff members on special occasions such as funerals, graduations, and ceremonies or as directed by the Chief Probation Officer or the authorized designee. The Class A uniform consists of:

- (a) Dress hat.
- (b) Long-sleeve shirt.
- (c) Clip-on tie.
- (d) Silver tie bar.
- (e) Nameplate. (displaying last name only)
- (f) Trousers or skirts.
- (g) Black basketweave belt with brass buckle.
- (h) Dark blue or black socks.
 - a. Natural-colored hose must be worn with the skirt.
- (i) Polished high gloss black dress shoes.
- (j) White gloves.
- (k) Gold shoulder cord.
- (l) Hash marks.
 - a. One hash mark for every five (5) years of law enforcement service
- (m) Rank insignia.
 - a. Executive rank collar pins: One pin on each collar
 - i. Chief Probation Officer – Four (4) gold stars
 - ii. Chief Deputy Probation Officer – Three (3) gold stars
 - iii. Deputy Director - Two (2) gold stars

1232.4.2 CLASS B UNIFORM

The Class B uniform is to be worn by employees holding the sworn classification or as directed by the Chief Probation Officer or the authorized designee.

The Class B uniform consists of the following:

- (a) The uniform long- or short-sleeve French blue shirt with silver cloth badge emblem may be worn with the collar open. No tie is required.
- (b) All shirt buttons must remain buttoned except for the top button at the neck.

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- (c) Under t-shirt short-sleeve white or navy blue
- (d) Uniform Navy Blue Cargo Pants
- (e) Belts
- (f) Black Shoes. (Boots with pointed toes are not permitted.)
- (g) Weather-appropriate items.
 - a. Navy blue hat. (With Cloth Badge Emblem)
 - b. Navy Blue jacket with silver cloth badge emblem and embroidered employee name.
 - c. Rain gear.
 - d. Foul Weather Gloves.

1232.4.2.1 EXEMPT

Employees holding the sworn classifications designated below are not required to wear a Class "B" uniform while on duty. Employees in these classifications may be authorized to wear a Class "B" uniform as necessary and approved by the Chief Probation Officer or the authorized designee:

- (a) Senior Probation Director
- (b) Probation Director
- (c) Assistant Director
- (d) Sworn employees on specialized assignments outside of facilities.

Funerals and transporting youth to another county or state are exceptions to the off-duty uniform policy.

1232.4.5 SPECIAL ASSIGNMENT UNIFORM

Special assignment uniforms refer to specific uniforms to be worn by designated department staff members in special assignments or bureaus.

The Chief Probation Officer may authorize certain uniforms to be worn by staff members in special assignments (e.g., canine handlers) (see the Special Assignments and Promotions Policy for additional department special assignment positions).

1232.5 CIVILIAN ATTIRE

There are job duties and assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. Only the Chief Probation Officer may authorize Department-approved attire for non-sworn personnel. The standards for assignments in which civilian attire is necessary are as follows:

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- (a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
- (b) Staff members assigned to administrative, investigative, and support positions shall wear conservative, business-appropriate clothing.
- (c) Variations from this policy are allowed at the discretion of the Chief Probation Officer or the authorized designee when the staff member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire that would adversely affect the reputation of the Department or the morale of the staff members may be worn while on duty.
- (e) The following items shall not be worn while on duty or when representing the Department in any official capacity:
 - a. Clothing that reveals cleavage, the back, chest, stomach, or buttocks.
 - b. T-shirt alone or exposed undergarments.
 - c. Swimsuits, tank tops, tube tops, or halter tops.
 - d. Sweatshirts, sweatpants, or similar exercise clothing.
 - e. Spandex-type pants or transparent clothing.
 - f. Open-toed shoes.
 - g. Clothing, buttons, caps, or pins displaying racial, sexual, discriminatory, gang-related, or obscene language.
 - h. Shorts.
 - i. Bandanas.
 - j. Military/fatigue-type clothing.
 - k. Sweatpants/T-shirts, sweat suits, tracksuits.
 - l. Sports team jerseys.

Denim pants may be worn as approved by the Chief Probation Officer or the authorized designee.

1232.6 ALTERNATIVE SWORN ATTIRE

Alternative attire may be worn when sworn staff members are assigned to a Department Camp that has Director approval and participates in work-related activities involving physical labor, such as recreation supervision and training exercises. As an alternative, the Department authorizes those staff to wear physical training (PT) attire, consisting of:

- (a) Navy blue athletic t-shirt (Shield on front left, Probation on back).

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(b) Navy blue athletic shorts (Probation on knee).

(c) Athletic shoes of the staff's choosing.

1232.7 OPTIONAL EQUIPMENT

Items allowed by the Department but that have been identified as optional shall be purchased entirely at the expense of the staff member. No part of the purchase cost shall be offset by the Department.

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

The department-approved vendor shall maintain a current list containing the make and model of all department-approved optional items at its place of business.

Staff shall be required to show two (2) forms of pictured ID (Driver's License and Probation Employee ID) for any transaction to occur. Vouchers are still required to obtain the initial uniform or any department-purchased replacement due to work-related damage.

1232.8 UNAUTHORIZED UNIFORMS, ATTIRE, EQUIPMENT, AND ACCESSORIES

Department staff members may not wear any uniform, attire, item, accessory, or attachment unless specifically authorized by the Chief Probation Officer or the authorized designee.

Department staff members may not use or carry any safety item, tool, or other piece of equipment unless specifically authorized by the Chief Probation Officer or the authorized designee.

1232.9 INSPECTIONS

Uniformed staff shall be subject to daily inspections by a Supervisor to ensure that articles of the uniform, safety equipment, and personal appearance comply with the standards prescribed for the assignment. A Supervisor on each shift shall complete the Uniform Inspection Sheet.

Uniformed staff shall be subject to inspection of all uniform and safety equipment any time during their shift to ensure that:

- (a) Only approved items are worn and/or carried.
- (b) Items are worn in the approved manner.
- (c) Items are clean, properly maintained, and serviceable.
- (d) All required items are in their possession.
- (e) Items fit properly.

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Employees who report for duty without an appropriate uniform will be instructed to leave the facility grounds to retrieve the proper uniform and/or safety equipment. Employees shall not receive compensation during any absence from duty to retrieve a proper uniform and/or safety equipment. In addition, staff will be subject to disciplinary action for any uniform or personal appearance violation.

1232.10 UNIFORM ISSUANCE/RETURN

Employees are accountable for equipment issued to them by the Department and are required to properly maintain it as necessary. Such equipment includes but is not limited to, handcuffs, leg irons, walkie-talkies, flashlights, lanterns, hand-held metal detectors, utility belts, and OC spray canisters.

1232.10.1 UNIFORM ISSUANCE:

Employees required to wear a Class "B" uniform shall have the initial basic prescribed uniform provided to them by the Department via a voucher at no cost to the employee. The initial uniform issuance shall be in accordance with the respective employee group's collective bargaining agreement or memorandum of understanding.

The vendor shall fit employees for a uniform at the work location or, if necessary, at the vendor's location.

1232.10.2 RETURN OF UNIFORM:

Staff who leave the Probation Department or County services must only turn in their polo shirts, hats, rank pins, and jackets to their supervisor as part of the exit process. Staff may keep their pants, belts, and boots. The turned-in uniforms shall be sent to Human Resources.

Employees promoted to a non-uniformed sworn assignment must retain possession of their uniform(s) in anticipation of potential mandatory deployment(s) or overtime at a uniformed assignment location.

1232.11 DAMAGE, LOST, OR STOLEN UNIFORMS

Loss or damage to any Department-issued equipment shall be reported immediately to supervisory staff and followed up by a Special Incident Report (SIR).

When a staff member's Department property is lost or stolen, the staff must file a police report in the jurisdiction where the loss occurred.

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1232.1 PURPOSE

These procedures offer guidance to staff on uniform usage, reporting lost or damaged uniforms, and purchasing department-approved uniforms.

1232.2 INITIAL UNIFORM ISSUANCE

- The vendor shall initially fit employees for a uniform at the work location or, if necessary, at the vendor's location.
- The facility Directors or the authorized designee shall facilitate the issuance of a voucher, determine if the employee shall be fitted at the work location or the vendor location, and set up appropriate appointments for the employee to be fitted for their uniform.
- Appointments are to be made at a work site to the extent possible.
- New-hire employees shall receive a uniform voucher and shall be fitted at the vendor location. The pre-approved appointment for issuance of a uniform is a work assignment. As such, employees are expected to conduct themselves appropriately and arrive on time for their appointments.
- For employees being fitted at one of the vendor's retail stores, shall promptly proceed back to the work site or home as designated by their manager or facility uniform coordinator.
- Because the initial uniform issuance appointment is a work assignment, employees may claim on their timecard the actual reasonable time necessary for the fitting time and roundtrip travel.
- Employees who experience or anticipate extended time for this process should notify their facility uniform coordinator or manager in advance. Delays resulting from unforeseen issues or beyond the employee's control should be reported to the employee's facility uniform coordinator or manager as soon as reasonably practical.
- Any fitting appointment that extends beyond three hours, including travel, requires immediate notice of the extended time before the three hours has been surpassed.
- The uniform may not be provided to the employee at the time of the initial fitting, generally due to the need to alter or embroider garments.
 - In those instances where the initial uniform is not provided, the vendor will arrange with the facility uniform coordinator the pick-up or shipment of garments (individually packaged and labeled for the specific employee) to

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the Department for distribution.

- The employee is not to make a second trip to the vendor store on County time unless specifically pre-authorized by their manager or facility uniform coordinator.
- Employees who require maternity-type uniform accommodations shall be provided an additional issuance of maternity-specific uniforms to be worn while on duty until the accommodation is not needed.

1232.2.1 UNIFORM VOUCHER

- Uniform Vouchers shall be maintained at the work location.
- Vouchers shall be issued to employees to acquire basic uniform equipment from the vendor.
- Employees requiring an initial uniform issuance, or a subsequent issuance shall contact the Uniform coordinator.
- The Uniform Coordinator shall authorize the facility uniform coordinator to prepare a 5-part multicolored Uniform and Equipment Issuance Voucher," noting which items are approved for issuance. Hereinafter, the Uniform and Equipment Issuance Voucher shall be referenced as the "voucher." The Director shall sign the voucher as approval. The issuing facility Uniform Coordinator shall retain the final copy (green copy-page 5) of the voucher in a file.
- The issuing facility Uniform Coordinator shall sequentially log the issuance of vouchers in the "Facility Uniform Voucher Reconciliation Log," noting the following information:
 - Voucher Number
 - Employee Issued To (Last Name, First Name)
 - Employee Number
 - Title
 - Unit/Assignment
 - Date Voucher Issued
- Voided vouchers shall also be logged into the Facility Uniform Voucher Reconciliation Log for accountability purposes.
- The employee shall take the remaining four copies of the voucher to the vendor.
- The vendor shall determine the sizes needed and issue the approved available uniform items.

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- Upon issuance of the approved available uniform items, the vendor shall document the issuance of the uniform items and sign the four remaining copies of the voucher.
- The employee shall also initial and counter-sign the voucher, confirming receipt of the various uniform items.
- The vendor shall retain all four copies of the voucher until the complete order is filled.
- Once the order is complete, the vendor shall retain the first two white copies of the voucher (pages 1 and 2) for business reconciliation and provide the employee with the yellow and pink copies (pages 3 and 4) of the voucher.
- The employee shall retain the yellow copy (page 3) of the voucher as their receipt.
- The employee shall provide the pink copy (page 4) of the voucher to the facility Uniform Coordinator for processing.
- The issuing facility Uniform Coordinator shall log the return of the pink copy of the voucher (page 4) in the "Facility Uniform Voucher Reconciliation Log".
- The facility Uniform Coordinator shall attach the pink and green copies of the voucher to each other and shall maintain them in a monthly file.
- Voided vouchers shall also be maintained in the monthly file.
- By the 5th of each month, the facility Uniform Coordinator at each location shall forward the Facility Uniform Voucher Reconciliation Log along with the pink and green vouchers to the respective Bureau Uniform Coordinator.
- The respective Bureau Uniform Coordinator shall forward the Facility Uniform Voucher Reconciliation Log to the Management Services Bureau Office for budget-tracking and vendor remuneration purposes.
- The Bureau Uniform Coordinator shall maintain a copy of the log and voucher forms for accountability purposes.

1232.3 BLUE DENIM DAYS

- The Department employees may wear neat, appropriately laundered, and correctly sized blue denim pants on designated days when upheld by a motion by the Board of Supervisors for specific events (e.g., March of Dimes Campaign) and/or when approved by the Chief Probation Officer or on the authorized designee.
- Prohibited Denim Clothing
 - Denim Pants of any color other than blue
 - Denim with holes

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- Cutoffs
- Capri pants
- Shorts
- Shirts
- Skirts
- Dresses
- Jackets
- Vests
- Blue denim pants with graphics (clothing graphics and artwork, such as silk screening, designer labels, or embroidery, are restricted to Probation Department-approved logos or small unobtrusive clothing designer labels)

1232.4 UNIFORM CLASSES

The following outlines the particular manner in which each approved part of the uniform shall be worn.

1232.4.1 UNIFORM POLO SHIRT-SHORT SLEEVED:

- Shall be worn with the sleeves straight and only the top button unbuttoned.
- The shirt shall be neatly tucked inside of the trousers at all times.
- The sleeves of the shirt shall be allowed to settle naturally.
- Sleeves shall not be rolled up or otherwise rearranged.
- Uniform shirts shall be routinely laundered and pressed prior to reporting for duty.
- No pins or other insignia may be attached to or worn on the uniform shirt.

1232.4.2 UNIFORM POLO SHIRT-LONG SLEEVED

- Shall be worn with the sleeves straight at all times and only the top button unbuttoned.
- The shirt shall be neatly tucked inside of the trousers at all times.
- The sleeves of the shirt shall be allowed to settle naturally.
- Sleeves shall not be rolled up or otherwise rearranged. Uniform shirts shall be routinely laundered and pressed prior to reporting for duty.
- Long-sleeved shirts may only be worn by staff that has prior authorization from their

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Director.

- No pins or other insignia may be attached to or worn on the uniform shirt.

1232.4.3 UNIFORM TROUSER

- Shall be ironed and worn with the pants appropriately buttoned and the zipper secured.
- The trouser legs shall be allowed to settle naturally.
- Uniform trousers shall not be worn in the bloused position, nor may they be tucked inside of boots.
- Nothing may be carried in the pockets of the uniform pants that produce an obvious bulge or protrusion.
- Uniform trousers shall be routinely laundered and pressed prior to reporting for duty.

1232.4.4 UNIFORM HEADGEAR

- Shall be worn with the Probation Department badge insignia forward at all times.
- The baseball-cap style headgear provided by the department may not be worn backward or adjusted to the side.
- No pins or other insignia may be attached to or worn on the uniform headgear.

1232.4.5 UNIFORM BELT

- Shall be worn with trousers at all times.
- The non-buckled end of the belt shall be threaded through each belt loop from left to right on the trousers.
- The belt shall be secured so that the outside vertical edge of the secured belt buckle is symmetrically aligned with the outside vertical edge of the zipper fold and the trouser-clasp area. This aligning of belt and trouser edges is often referred to as a "gig-line."
- It is expected that each employee's gig line shall be properly aligned at all times.
- Items that may be attached to the belt are as follows:
 - Keyholder.
 - Clasp and lanyard.
 - Handcuff case.

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- OC canister pouch.
- Radio clip.
- Cellular telephones or other electronic devices may not be attached to the belt.

1232.4.6 UNIFORM BOOTS

- Shall be worn with the uniform at all times.
- Boots shall be well maintained and shined prior to reporting for duty.
- Boots shall be laced cross-wise (x-style) and remain zipped at all times.

1232.4.7 BLACK CALF-HEIGHT SOCKS:

- Shall be provided by the staff and worn with the uniform at all times.
- These socks shall be of sufficient length that when seated, the uniform trouser rises upward in the calf area so that skin is not visible.
- These socks shall be free of holes or other defects and shall be routinely laundered.
- The wearing of ankle-length-type socks is prohibited.

1232.4.8 UNDERGARMENTS:

- May be worn, providing the undergarment is clean, white, and has a round crew neck collar.
- Turtlenecks are prohibited.

1232.4.9 FIELD JACKET:

- An approved Field Jacket may be worn with the badge insignia and employees name forward facing and visible at all times.
- The approved rain gear may be worn in place of the field jacket.
- No pins or other insignia may be attached to or worn on the uniform field jacket.

1232.4.10 KEY HOLDER CLASP:

- An approved key holder may be attached to the belt anywhere between the belt buckle and the second belt loop on either the left or right side of the body in accordance with the staff's preference.
- The key holder shall not be attached to the belt at any point past the second belt loop at any time, nor should it be in a position where it will interfere with access to the OC canister pouch.
- Approved lanyards that are black in color and utilized to secure keys to the person shall be attached to this key holder.

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1232.4.11 LANYARD:

- An approved black lanyard shall be utilized to secure keys to the staff's person.
- The lanyard shall be attached to institutional keys on one end and the other end secured to the approved key holder clasp.

1232.4.12 OLEO-RESIN CAPSICUM (OC) SPRAY CANISTER POUCH:

- The approved OC Spray canister pouch shall be attached, in an upright position, to the belt between the first and second belt loops on either the left side or the right side of the body in accordance with the staff's preference.
- The canister pouch shall not be worn in the area between the belt buckle and the first belt loop at any time.

1232.4.13 OLEO-RESIN CAPSICUM (OC) SPRAY CONTAINER:

- Shall be secured inside of the OC canister pouch at all times.

1232.4.14 FACILITY IDENTIFICATION CARD

- A Facility Identification Card shall not be worn with the Department-approved uniform.
- All staff in the juvenile halls shall continue to provide their Probation Identification Card in order to obtain their keys from the key center.
- All non-uniformed staff shall continue to wear a Facility Identification Card while inside the juvenile facilities.

1232.4.15 OPTIONAL BLACK GLOVES:

- Approved foul-weather gloves that are black in color may be worn with the uniform during foul-weather periods.
- When not being worn, gloves shall not be attached to the uniform in any visible manner.

1232.4.16 OPTIONAL FOUL-WEATHER RAIN GEAR:

- Approved foul-weather rain gear (jackets) may be worn by staff during periods of inclement weather, such as rain or snow.
- Rain gear shall be worn with the black side of the rain gear facing outward.
- The reversible side of the rain gear may only be worn in emergent situations when the reflective surface will aid in promoting staff safety.
- Rain gear may not be worn unless rain or snow is present or immediately imminent.

1232.4.17 OPTIONAL RADIO CLIP:

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- An approved radio clip may be attached to the belt anywhere between the belt buckle and the second belt loop on either the left or right side of the body in accordance with the staff's preference.
- The radio clip shall not be attached to the belt at any point past the second belt loop at any time.

1232.4.18 OPTIONAL HANDCUFF CASE:

- One approved handcuff case may be attached to the belt area located in the small of the back.
- The handcuff case shall be well maintained and shined as necessary to maintain its professional appearance.

1232.4.19 OPTIONAL METAL HANDCUFFS:

- One approved pair of metal handcuffs may be secured in the handcuff case on the belt. Handcuffs may not be worn on the staff's person in any other location.

1232.5 LOST OR DAMAGED UNIFORMS

- The staff shall complete a Special Incident Report (SIR) regarding the loss. The staff shall also complete a Uniform and Equipment Replacement Request (UERR) form.
- The staff shall present the completed SIR, the completed UERR, and any applicable police report to their assigned supervisor for review and consideration.
- The supervisor shall review the documents and note their comments on the UERR and sign the UERR indicating which items the Department, after review and approval by the Director, shall consider replacing or shall be paid for by the employee.
- The supervisor shall forward these documents to the Division Director for review and consideration.
- The Director shall review the matter and determine the degree of responsibility of the staff member for loss.
- If the Director determines that the staff member was responsible or negligent or that the loss was preventable, the Director shall recommend that the employee pay the replacement cost.
- The Director may recommend that appropriate remedial or disciplinary action be taken in accordance with existing Department guidelines.
- If the Director determines that the staff member was not at fault or only partially

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responsible for the loss, the Director shall determine which items the Department shall replace at no cost to the employee.

- The Director shall then complete and sign the UERR, noting the type and quantity of items that the Department shall replace at no cost to the employee and the type and quantity of items that the employee shall pay for.
- The Director shall instruct the facility uniform coordinator to prepare a Uniform and Equipment Issuance Voucher, noting the type and quantity of items that the Department shall replace at no cost to the employee and the type and quantity of items that the employee must pay for at their own expense.
- The facility uniform coordinator shall provide the employee with the voucher and retain the green copy of the voucher.
- Staff shall follow the steps as outlined in the Uniform Voucher process.

1232.5.1 DAMAGE TO DEPARTMENT UNIFORMS/EQUIPMENT WHILE ON DUTY

- The Department shall replace uniforms and equipment damaged while in the course of the employee's duties.
- Staff whose Department property is damaged while on duty shall
 - Complete a SIR regarding the damage to the uniform part(s)
 - Follow the steps as outlined in the Uniform loss or damage process.
- A police report is not required when equipment is damaged while on duty.

1232.7 RETURN OF UNIFORM

- Staff who leave the Department or County service are required to turn in only their polo shirts, hats, rank pins, and jackets to their supervisor as part of the exit process prior to leaving their assignment.
- Staff may keep their pants, belts, and boots. The uniforms that are turned in shall be sent to Property and Supply for destruction.

1232.8 OPTIONAL EQUIPMENT

- Staff may now purchase additional department-approved uniforms or equipment at their own expense from any Gall's store location without a voucher.
- Staff shall be required to show two (2) forms of pictured ID (Driver's License and Probation Employee ID) for any transaction to occur.

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- Vouchers are still required to obtain the initial uniform, or any Department purchased replacement due to work-related damage.
- Staff may purchase long-sleeved shirts approved by the Department directly from any Gall's store location at their own expense.
- The Department shall continue to purchase long-sleeved shirts for staff with visible arm tattoos.
- Long sleeved shirts that are purchased by the Department shall have approval by a Director on the voucher.

1232.9 INSPECTIONS

Supervisors shall inspect the following for uniform compliance.

- Polo shirt tucked into trousers with only the top button unbuttoned.
- Trouser not worn in the bloused position.
- If worn, hat with Probation Department badge insignia in the forward position.
- Belt worn with the trousers and non-buckled end of the belt threaded through each belt loop from left to right on the trousers.
- Boots laced crosswise and zipped.
- Black calf-height socks
- If worn, undershirt white only.
- If worn, field jacket with badge insignia and name facing forward.
- Key holder clasp attached to a belt between the buckle and the second belt loop.
- Black lanyard to secure keys to the staff's person.
- In operations where Oleo-Resin Capsicum (OC) is used, the OC spray canister pouch is attached in an upright position to the belt between the first and second belt loops on either the left or right side of the body.
- OC spray container secured inside the OC canister pouch.
- Facility identification card not worn.
- If worn, approved black gloves.
- If worn, approved foul-weather rain gear.
- If worn, an approved radio clip is attached to the belt anywhere between the belt buckle and the second belt loop on either the left or right side.

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- If worn, a handcuff case attached to the belt is located in the small of the back with handcuffs secured in the handcuff case.
- Jewelry consisting of one ring and one watch. Medic Alert necklaces and/or bracelets are exceptions.
- Female staff with pierced ears allowed a single stud earring no larger than 3/8 in diameter.

1232.10 DISCIPLINARY MEASURES

1232.10.1 FIRST OFFENSE – VERBAL WARNING

- Documentation of the verbal warning shall include the date and time it was given and the specific violation (e.g., staff was wearing denim) observed.
- The staff shall be provided a copy of the DSB's Employee Uniform Policy.
- Staff may be sent home without pay ONLY if they have not yet started working their shift. For example, if managerial or supervisory staff observe a staff member in non-compliance with the uniform/dress code at 9:00 a.m., and their work day begins at 6:00 a.m., it is not acceptable to send the staff member home without pay.
- The needs of the facility and the severity of the violation should also be considered when making this decision.

1232.10.2 SECOND OFFENSE – WORKER/SUPERVISOR CONFERENCE

- Staff shall be advised of his/her failure to comply with the uniform/dress code and/or grooming standards, and if the persistent non-compliance continues it will be necessary to take further action.
- The specific areas of non-compliance by the staff shall be addressed in a written Worker/Supervisor Conference memo.
- The staff shall be provided a copy of the Employee Uniform Policy.

1232.10.3 THIRD OFFENSE – LETTER OF WARNING

- In addition to the current incident of non-compliance, the Letter of Warning shall include and reference the dates of the verbal warning and Worker Supervisor Conference, with the DSB Employee Uniform Policy attached.
- If the warning is referenced in the employee's performance evaluation covering the period in question, the Letter of Warning is not removed from the employee's work

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location personnel folder.

- However, if the Letter of Warning is not referenced in the performance evaluation, it shall be removed from the employee's work location personnel folder after one year.

1232.10.4 FOURTH OFFENSE – LETTER OF REPRIMAND

- The Letter of Reprimand shall reference all previous attempts to gain compliance from the employee.
- It is written and signed by the supervisor after consulting with the Office/Facility Head and the Discipline Unit. Its contents include those points made in the Letter of Warning.
- The procedural steps are the same as for the Letter of Warning except that the copy of the Letter of Reprimand and the employee's response is made a part of the employee's Master Personnel File consistent with provisions outlined in the employee's bargaining unit Memoranda of Agreement (MOA).
- The staff shall be provided a copy of the Employee Uniform Policy.

1232.10.5 FIFTH OFFENSE – LETTER OF SUSPENSION

- The first level of suspension shall start with three days and increase from there until 30 days have been imposed.
- This letter should reference all previous attempts to garner employee compliance.
- Letters of Suspension for less than 30 days are signed by the Office/Facility Head.
- Letters of Suspension for 30 days or longer must be approved and signed by the Deputy Director or the authorized designee.

1232.10.6 DISCHARGE/INSUBORDINATION

- The staff is recognized to be insubordinate after failing to adhere to warnings, conferences, reprimands, and suspension.
- As such, the staff is notified that they have failed to follow instructions and comply with the policy and procedures set forth by the Department's uniform/dress code and grooming standards, and now places their employment with the County in jeopardy.
- The staff will be given direct orders to adhere to the uniform/dress code and advised that failing to adhere to this order will be considered insubordinate, which

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will result in disciplinary action up to and including discharge.

- The Discipline Unit in Human Resources shall be consulted to ensure appropriate procedures are followed.