

---

## Probation Dress Code Guidelines

### 822.1 PURPOSE AND SCOPE

Humboldt County Probation Department (HCPD) is committed to Justice, Rehabilitation, and Community Safety. We take pride in the work we do in the community and the professionalism with which we deliver services. A professional appearance conveys an atmosphere of competence, respect, dignity both to the public and to community stakeholders with whom we partner. Many of these guidelines may seem self-evident, however some basic standards are necessary due to differences in interpretation as to what is appropriate attire for employees representing Probation whether in the field or in one of our offices. In order to lend some consistency to executions across all locations and units, the following guidelines have been created.

Generally, attire for the office should be in the business casual style, which although less formal than traditional business wear, is still intended to give a professional and business like impression. Clothing also needs to be appropriate for specific job duties.

### 822.2 CONDITION OF WORK ATTIRE

Work clothes should not be restrictive and should allow the worker to perform all tasks within his/her job specification. Apparel should be clean and in good repair, and reflect a professional appearance at all times.

### 822.3 ALLOWABLE OFFICE OR FIELD ATTIRE

1. Denim jeans (with no holes, tears, rips)
2. Slacks, khakis, or corduroys
3. Battle Dress Uniform (BDU) or cargo pants
4. Capri Pants or ankle pants (mid-calf or longer)
5. Skirts
6. Dresses
7. Sweaters, cardigans, or vests
8. Woven button down style shirts, polo shirts, tops, or blouses
9. Blazers, sport coats, or suit jackets
10. Athletic or walking shoes, loafers, sneakers, boots, flats, dress heels or wedges, deck shoes
11. Head coverings required for religious purposes or to honor a cultural tradition
12. Probation issued caps or plain beanies

# Humboldt County Probation Department

## Probation Manual

### *Probation Dress Code Guidelines*

---

#### **822.4 UNALLOWABLE ATTIRE**

1. Leisure style pants such as: Leggings, yoga pants, sweatpants, track pants, or pajama pants (leggings may be worn under a tunic or skirt)
2. Pants of an overly tight or baggy style
3. Dresses or skirts with revealing side, front, or back slits, or shorter than 4 inches from the top of the knee
4. Athletic style casual sweatshirts
5. Tops or blouses with overly low or plunging neckline in front or back. Tops that expose the midriff, tank, crop, tube, halter and abbreviated tops are not permitted. No skin should be exposed between the bottom edge of a shirt or blouse and the top edge of pants, slacks or skirt. Sheer tops can only be worn with proper undergarments.
6. Undershirts worn alone
7. Flip flops, sandals, or slippers
8. Hats other than what is described above
9. Field jackets while off-duty (ok while on lunch break)
10. Casual garment styled with camo print (except approved field activities)

#### **822.5 WORK ATTIRE MAINTENANCE AND REPLACEMENT**

- (a) Any of the items listed in the Probation Dress Code Guidelines shall be purchased totally at the expense of the employee, with the exception of authorized department hats or field jackets.
- (b) Maintenance of work attire shall be the financial responsibility of the purchasing employee, For example, repairs due to normal wear and tear.
- (c) Replacement of employee purchased work attire shall be done as follows:
  1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
  2. When the items are no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

#### **822.6 COMPLAINT PROCESS**

Concerns or complaints regarding this policy that are fielded by supervisors or management will be addressed through the chain of command when required.