





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

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Policy Name:	Dress Code
Authority:	San Francisco Juvenile Probation Department
Replaces:	2.08 Dress Code (1/01/2019)
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Related Policies and Procedures:	2.06 - Work Rules
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The purpose of Juvenile Hall's dress code is to ensure that all employees present a professional image when representing the Department. As such, it is expected that an employee's appearance and personal hygiene are of the highest standard. It is expected that all employees shall be dressed in Business Casual attire or Department issued attire. This policy provides the personal appearance standards for all employees, so employees are not confused about the meaning of Business Casual attire or Department issued attire.

The following provides the personal appearance standards for all employees of San Francisco Juvenile Hall. The examples below include an expectation that all attire is in good condition, well-maintained with no obvious signs of "wear and tear" and void of all types of logos, colors, or messages that conflict with the mission and purpose of the Department.

A. Business Casual Attire

Business Casual attire allows for employees to be comfortable in the workplace while still providing for a neat, clean, and professional appearance. Business Casual attire shall be the Department's minimum standard. Business Casual attire includes denim pants, cargo pants, or dress slacks (the pants must have pockets to allow for the safekeeping of work keys while attached to a belt loop or utility belt with metal lanyard), long or short sleeved collared shirts, polo shirts, blouses, and sweaters with a conservative neckline. Casual footwear such as Athletic or tennis-like shoes, boots or similar rubber-soled shoes may be worn. Any type of running, cross training or hiking shoe is acceptable. It is recommended that shoes selected have good ankle support, be slip resistant and well cushioned. Open-toe sandals, slippers, peep toe shoes, flats, boat shoes, oxfords, loafers, and Croc™-type shoes of any type or color are prohibited.

Members of S.E.I.U. 1021 and Teamsters 856 may wear Business Casual attire and tennis/athletic shoes in the workplace but must wear department issued attire when their work activities require that they go into the community or other county offices.

B. Department Issued Attire

While on duty, employees who choose to wear department issued attire must ensure their department issued attire is clean, neat, a proper fit, free of tears and properly tailored will be required. Shoes shall be clean, polished as necessary and in good repair. On an annual basis or as needed for replacement purposes, the Department will initially issue all staff five (5) shirts and three (3) pants. Every year thereafter, the Department will issue all staff three (3) shirts and two (2) pants. The Department will replace issued attire as needed for replacement purposes.

Staff is required to wear full length pants that are functional to the job they are performing. These pants must have pockets to allow for the safekeeping of their work keys while attached to a belt loop or utility belt and metal lanyard. Staff may purchase black pants at their own. Non-issued black pants must meet the same requirement stated above.

- i. Footwear: Staff are required to wear natural-colored shoes that will allow them to perform their job in a safe manner. Any type of running, cross training, or hiking shoe is acceptable. It is recommended that the shoes selected have good ankle support, be slip resistant, and are well cushioned.

All staff are required to wear the following items while on-duty:

- Duty Belt (JHP&P, 10.12)
- SFJPD issued identification badges (JHP &P 3.15)

It is strongly recommended staff not wear jewelry while on duty as dangling earrings and necklaces pose a safety risk to youths and staff. Staff shall take full responsibility for any lost or damaged jewelry items worn while on duty. Jewelry deemed inappropriate for the workplace by the administration will not be allowed.

Staff will be issued one (1) black JPD baseball style cap. This is the only authorized hat that may be worn while on duty. Only authorized baseball style caps shall be worn by JPD staff. JPD hats shall be worn with the bill facing forward. Any special request to wear headgear for religious purposes shall be reviewed on a case-by-case basis by the Director. Hats shall never be worn in Court.

C. Juvenile Justice Center and Log Cabin Ranch Attire Expectations

Sworn staff working in Juvenile Hall and Log Cabin Ranch facilities must wear Business Casual attire or Department issued attire.

During offsite transports, sworn Juvenile Hall staff shall wear Department issued attire and a duty belt. The most outer garment worn must have been issued or approved by the department and display the department logo.

D. Unacceptable Attire

In keeping with the Department's desire to present a professional appearance, certain types of clothing will be unacceptable at any time. Shirts with language or graphics that are offensive, and provocative or revealing clothing such as garments made of see-through material or clothing that exposes the midriff, cleavage or back are prohibited.

Other examples of unacceptable attire include, but are not limited to:

- Attire with any type of logos including sports logos (exception of logos include clothing manufacturer)
- Shorts

- Short skirts or dresses (More than two inches above the knee)
- Athletic wear
- T-shirts with any type of logos including sports logos (exception of logos include clothing manufacturer)
- Shirts with political slogans or product advertisements
- Clothing that is excessively tight, baggie (sagging), or revealing
- Beachwear
- Evening wear
- Sleepwear
- Flip flops, sandals, slippers, open heeled shoes or other loose footwear
- Clothing that is torn, faded, or worn.

Note: this list is meant to be illustrative, not inclusive. The Department reserves the right to deem additional attire unacceptable which fall short of the spirit of the standards set in this policy.

E. Training Attire

Employees attending training shall dress in Business Casual attire or Department issued attire unless it requires physical activity. Any training requiring physical activity will be indicated in the Training Notification and will include the instructor's recommendation for the appropriate training attire.

F. Field Attire

- Probation logo hat
- Durable shirt, sweatshirt, and/or jacket with the probation department logo clearly displayed on the front of the garment.
- Durable, tear-resistant tactical or cargo pants.
- Boots or other durable, slip-resistant shoes.
- Clip on badge or neck chain that bears the officer's badge.

G. Personal Appearance and Hygiene

Employees are expected to maintain good personal appearance and hygiene. Hair should be clean, well-groomed and project a professional appearance. Facial hair shall be neatly trimmed, and nails shall be clean and well groomed.

Jewelry and other accessories shall be appropriate for the work setting and not create a safety hazard or cause distractions.

The Probation Department is committed to providing a fragrance-free workplace for all employees. Employees shall not bring scented products, cleaners, deodorizers, or other personal care products into County facilities, and will refrain from using scented personal care products while on-duty. If a member of the public or an employee reports an adverse reaction to a specific odor, the Department will identify and remove the cause of the odor to the greatest extent possible.

No policy can cover all contingencies and no list can be all inclusive, therefore, employees are expected to follow common sense and good judgment when interpreting this policy.

H. Enforcement

All employees are expected to adhere to the above stated dress code policy. Supervisors are responsible for overseeing this policy and are required to bring to the attention of the employee any failure to conform to this policy (This shall be done on an individual basis and in private). If clothing or personal appearance fails to meet the above standards, an employee shall receive a written warning and may be sent home and instructed to return suitably dressed and groomed. If the problem persists, progressive disciplinary action will be applied. Employees having questions regarding the policy should first discuss the issue(s) with their supervisor. Requests for accommodations that deviate from this policy must be approved in writing by the immediate supervisor. In the event the immediate supervisor and the employee are unable to resolve an issue surrounding the personal appearance standards, the matter will be discussed with the Director of Juvenile Hall and/or Assistant Chief Probation Officer.