

CHAPTER 9
NONUNIFORMED EMPLOYEE DRESS AND GROOMING STANDARDS

REVISED MAY 2019

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CHAPTER 9

NONUNIFORMED EMPLOYEE DRESS AND GROOMING STANDARDS

1. GENERAL. Nonuniformed employees of this Department are expected to wear attire appropriate for the duties of their position and consistent with the professional image of the Department. The following guidelines have been established to assist employees in their selection of appropriate civilian attire. Employees should be aware that a large number of people judge them and their organization by their attire.

2. NONUNIFORMED MALE ADMINISTRATIVE AND STAFF SERVICES EMPLOYEES.

a. Nonuniformed Employees in Public Contact Positions or Performing Their Duties Within the View of the Public. For most positions within this category, "normal business attire," i.e., shirt and tie, is the expected mode of dress. Care should be taken that the individual's attire does not detract from the professional image of the Department.

b. Removal of Ties. During periods of warm weather, commanders may authorize the removal of ties within the office. It is expected that nonuniformed employees within this category will have a coat and tie readily available for unexpected occasions when this mode of dress is appropriate. Shirts and slacks worn during this period should be appropriate for wearing with coat and tie.

c. Appearance. Nonuniformed employees in this category shall present a neat, clean appearance, and head and facial hair should be consistent with a business environment.

3. NONUNIFORMED FEMALE ADMINISTRATIVE AND STAFF SERVICES EMPLOYEES.

a. Nonuniformed Employees in Public Contact Positions or Performing Their Duties Within the View of the Public. Normal business attire for nonuniformed employees within this category is dresses, pant suits, or coordinated pant and blouse sets.

b. Casual Sportswear. Casual sportswear, shorts, or micro-mini skirts are inappropriate for a business environment.

c. Appearance. Nonuniformed employees in this category shall present a neat, clean appearance, and hair shall be consistent with a business environment.

4. NONUNIFORMED MALE AND FEMALE INSPECTION, AUTOMOTIVE SERVICE, AND TRADE PERSONNEL.

a. Appearance. Nonuniformed employees in this category are expected to present an appearance that is consistent with the professional image of the Department. Coveralls and working attire shall be properly maintained and worn in a neat and clean manner consistent with the duties performed. Employees utilizing powered vehicles, machines, or tools shall avoid clothing and hairstyles that are a safety hazard.

b. Safety Equipment. Departmental safety equipment required for specific assignments shall be worn at all times during the performance of these assignments.

5. TRIBUTE OF MOURNING RIBBON FOR NONUNIFORMED PERSONNEL.

a. Placement. The tribute of mourning ribbon may be worn on the lapel area under the following conditions:

(1) Statewide, when flags are displayed at half-staff for the death of a departmental employee killed in the line of duty.

(2) Locally, at the discretion of Area commanders upon notification of the death of a local law enforcement officer killed in the line of duty. The ribbon shall be removed the calendar day following the funeral services.

(3) As otherwise directed by the Commissioner.

b. Accouterment Combinations. The tribute of mourning ribbon may be worn in conjunction with the United States flag or the California Highway Patrol (CHP) Star pin.

ANNEX A

GENERAL GUIDELINES–NONUNIFORMED EMPLOYEES

1. CALIFORNIA HIGHWAY PATROL FEMALE EMPLOYEES.

a. General. The specifications for the California Highway Patrol (CHP) female employee's prescribed optional uniform set forth in this annex are construed to mean minimum requirements.

b. Optional Uniform Accessories.

(1) Nameplate. All metal construction, plain without design with polished gold finish with royal blue lettering.



(2) Nonuniformed Safety Recognition Emblem. Metal, gold.



(3) Tribute of Mourning Ribbon for Nonuniformed Personnel.

(a) Ribbon.

1 Material. Polyester.

2 Color. Black.

3 Style. To be 3/8 inch wide, 6 inches in length, and assembled as explained and illustrated.

ANNEX A

GENERAL GUIDELINES–NONUNIFORMED EMPLOYEES (*continued*)

(b) Back Clasp.

- 1 Material. Metal.
- 2 Color. Silver.
- 3 Style. To be 3/4 inch in length.

(c) Thread. Color: Black.



NOTE: Materials to be purchased using petty cash or Procurement Card.

(d) To Assemble.

- 1 Straight cut the ribbon to be 6 inches in length.
- 2 Sew the back clasp parallel to one side of the ribbon, with the bottom of the clasp measuring approximately 3/4 inch from the end of the ribbon to the bottom of the clasp.
- 3 After securing the clasp, loop and overlap the ribbon, forming an inverted 'V' at the bottom. It should measure approximately 1 1/4 inches from each end to where the ribbon crosses in the center.
- 4 After crossing the ribbon to form a loop, tack the center portion using 2 stitches to prevent movement.

NOTE: The design of the tribute of mourning ribbon is similar to the ribbon worn to signify the fight against or in recognition of Autoimmune Deficiency Syndrome, cancer, etc.

ANNEX A

GENERAL GUIDELINES–NONUNIFORMED EMPLOYEES (*continued*)

2. CALIFORNIA HIGHWAY PATROL MALE NONUNIFORMED EMPLOYEES.

a. General. The specifications for the CHP male nonuniformed employee uniform set forth in this annex are construed to mean minimum requirements.

b. Optional Uniform Accessories.

(1) Tribute of Mourning Ribbon. Refer to paragraph 1.b.(3) of this annex for specifications.

(2) Nonuniformed Safety Recognition Emblem. Metal, gold.



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