



Kern County Sheriff's Office Policies and Procedures

TITLE: DRESS – CASUAL DRESS DAY		NO: K-0840	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: November 23, 2010	REVIEWED: 2/16/2018	REVISED: 11/10/2010	UPDATED: 2/16/2018

POLICY

Various uniform, dress and personal appearance policies are established to ensure that all members of the Sheriff's Office present a professional image and dress in a manner that is appropriate for the employee's work situation. However, it is recognized that an occasional departure from the directives established in K-800 and K-810 can serve to promote the morale of Sheriff's Office members without adversely affecting the Sheriff's Office's professionalism. This policy is established so that one day per month may be set aside as a casual dress day for appropriate non-sworn members.

All Sheriff's Office personnel are expected to dress in a manner conducive to a professional work environment. As such, supervisors will continue to monitor their personnel and ensure that their clothing choices are suitable for their work environment.

This policy makes adjustments to the style of shirts and pants that specific non-sworn members may wear on designated casual dress days only. All other clothing and appearance policies remain in effect.

PROCEDURE A – SCHEDULE

Division Commanders are responsible for establishing the specific day of casual dress within their division pursuant to the following considerations.

- Each division may designate one casual dress day per calendar month.
- If equitable for the involved members, the division's casual dress day should be scheduled on the last Friday of each calendar month.
 - Division commanders will consider special events and operational needs when scheduling casual dress days.
 - Division commanders should attempt to make reasonable adjustments for those members who work in divisions that do not operate on a Monday-Friday, 0800-1700 schedule, so that every non-sworn member may be afforded the opportunity to participate in this program on a monthly basis.
 - Division commanders will attempt to schedule casual dress days so that members of the same work unit participate during the same 24-hour period when feasible.

DIRECTIVE A – ELIGIBLE EMPLOYEES

Only non-sworn members of the Sheriff's Office who are not required to wear a uniform as part of their duties are eligible to participate in casual dress days.

DIRECTIVE B – CASUAL DRESS

Participating personnel may relax their attire from the K-0800 and K-0810 requirements that specifically address shirts and pants, and instead adhere to the following guidelines on designated casual dress days:

- Shirts
 - Conservative polo shirts or similarly casual attire is acceptable wear.
 - No T-shirts, tank tops, sweatshirts or similarly inappropriate casual clothing.
- Pants
 - Denim jeans, jean style pants, or non-denim capri pants are acceptable
 - Pants shall not be excessively faded and must be in good repair.
 - No shorts, cut-offs, sweat pants, cargo pants, surfer pants, swim wear, excessively baggy pants or similarly inappropriate clothing.

K-0840 - 2

EFFECTIVE: November 23, 2010	REVIEWED: 2/16/2018	REVISED: 11/10/2010	UPDATED: 2/16/2018
---	--------------------------------------	--------------------------------------	-------------------------------------