

OFFICIAL UNIFORM AND INSIGNIA

2405

Specifications for the official uniforms and the official insignia of all custodial personnel below the classification of Youth Authority Administrator I are hereby adopted. Employees in the designated classifications shall purchase and maintain the required regulation uniform and the optional uniform applicable to each facility. Only approved accessories and equipment shall be worn on or with the uniform.

Each Superintendent may designate specific assignments where custodial personnel are not required to wear a uniform full time, or who may wear the optional uniform in lieu of a regulation uniform. The short sleeve shirt may be worn and neckties will be worn in all positions with public contact, with the exception of work crews. Superintendents may request approval to exempt specific assignments from the uniform requirement through the Deputy Director, Institutions and Camps Branch.

All uniformed personnel shall furnish their own collar insignia, sleeve chevrons, shoulder patch and hat shield. A regulation badge shall be furnished by the Department. No insignia other than that specified shall be worn, except medals awarded by the State and/or departmental service emblems, approved employee organizational pins and the departmental Safety Award pin. Medals awarded by the State and/or Department shall be worn on the Class "A" jacket only, and only as described in this policy. The service emblem, employee organizational pin, star, baton, and the Safety Award pin may be worn on the right pocket flap. They also shall be gold in color, in keeping with the gold color of all other metal accessories. The only authorized accessories on the tie will be the gold-colored tie bar, no more than 3/8" in height and not extending beyond the width of the tie, employee organizational pin and the Department of the Youth Authority star.

Hat shields shall be purchased by the individual through an approved local uniform vendor. Each uniformed employee shall be responsible for the purchase of his/her departmental hat shield and other equipment approved by the Department to wear with the uniform.

For each three years of service with the Department of the Youth Authority, uniformed employees shall wear a service stripe on the left sleeve of the Class A jacket, as prescribed under Section 2720. Service stripes shall be worn only on the Class A jacket and all long-sleeve shirts.

All uniformed personnel shall wear the official departmental regulation dome badge as a standard item of uniform attire. All employees falling under the designation of Peace Officer are authorized to possess and carry a personally purchased pocket version of the official Department of the Youth Authority badge, referred to in this chapter as the departmental flat badge. It is unlawful for any person, including an employee of the Department not employed as a Peace Officer, to wear, exhibit or use the departmental badge or a facsimile without specific authority to do so.

All uniformed personnel shall wear and clearly display a nameplate on their outermost garment at all times. The nameplate shall be appropriate for the uniform, as described in Section 2715.

Wearing of the Class A hat shall be mandatory at formal affairs, i.e., funerals, ceremonies, etc. Wearing of the Class A hat shall be optional at all other times, unless so designated by the Superintendent for special occasions or special assignments. The Class A hat shall be worn only with the Class A uniform.

There shall be two styles of the Class A hat:

1. The Class A uniform hat, correctional style (fur/felt, with a 3" brim).
2. The Class A round, military-style dress cap with a visor.

Uniformed staff employed prior to March 1, 1999 will possess the Class A hat, correctional style (fur/felt, with a 3" brim), and have the option to possess and wear the Class A round, military-style dress cap with a visor. Uniformed staff employed on or after March 1, 1999 will be required only to possess and wear the Class A round, military-style dress cap with a visor.

Wearing of the Class B cap, foul-weather trooper hat, and or campaign hat is allowed with the Class B uniform or other approved uniforms. The trooper cap shall be worn only in locations of extreme weather, as approved by the Superintendent.

CLASS B UNIFORM

2410

Custodial employees will wear, as authorized, the Class B uniform as described in Section 2605, as the approved daily uniform unless specific exemption has been approved by the Superintendent through the Deputy Director, Institutions and Camps Branch.

CLASS C UNIFORM (JUMPSUIT) (Formerly referred to as OPTIONAL UNIFORM) 2411

Unless authorized by the Deputy Director, Institutions and Camps Branch, wearing of the Class C uniform (jumpsuit) will be restricted to escape apprehension, search details, TAC team, transportation unit, and detention units. Each facility shall stock a sufficient quantity of Class C jumpsuit uniforms in various sizes to accommodate temporary assignment of non-uniformed staff to uniformed post positions and/or for use by the staff in searches, escape duty and detention units (Example: Youth Correctional Counselor working an overtime Youth Correctional Officer assignment.).

In situations where uniformed staff are transporting wards in the community, or out in the community for other reasons, it will be at the Superintendent's discretion where Class A, Class B or Class C uniform (jumpsuit) is to be worn.

CLASS D UNIFORM (Formerly referred to as optional, for camp employees only.) 2413

The optional work trousers specified in Sections 2515 and 2540 and the optional shirt specified in Sections 2520 and 2530 are authorized only for camp employees, K-9 Handlers, and staff assigned to supervise ward work crews on grounds maintenance. Every employee who receives a uniform allowance is required to purchase, maintain and wear the appropriate uniform designated by the Superintendent.

SPECIAL MATERNITY UNIFORMS 2415

Uniformed female personnel may wear the special maternity uniform, as described in Section 2612, after the employee receives her physician's written confirmation of pregnancy and subsequent acknowledgment of the Medical Officer of her assigned institution/facility. The Peace Officer may continue to wear this special uniform for 60 days following childbirth.

Pregnant uniformed personnel shall immediately notify the Medical Officer of the maternity condition and in all ways comply with Section 2415.

Pregnant uniformed personnel are authorized to wear a pullover maternity jumper, as described in Section 2612, and to alter the waist of their uniform slacks for maternity purposes. Each employee shall bear the expense of clothing construction and alteration.

The uniform blouse or shirt and slacks shall be worn under the maternity jumper. The regulation tie shall be worn in accordance with institutional policy.

Regulation dome badge shall be worn on the maternity jumper above the left breast.

TEMPORARY EMPLOYEE UNIFORMS

2420

Permanent-intermittent employees (PIE) and probationary employees, as designated, shall be required to purchase the Class B uniform before reporting to work. Employees in these classes will not be required to purchase a Class A uniform until 60 days after receiving a full-time appointment, or 60 days after completing probation in a permanent full-time assignment.

POSSESSION/WEARING OF UNIFORMS

2425

Employees in classes specified in Section 2430, unless exempted by the Superintendent, shall maintain their uniform and approved equipment in a clean, neat and serviceable condition. Uniforms shall be laundered and pressed regularly. Worn, tattered, frayed or otherwise damaged clothing or accessories shall be properly repaired or promptly replaced. Employees shall wear the uniform in a manner that displays a professional approach to their assignment and is representative of the prestige of the Department.

While on duty, uniformed employees shall wear either the Class A uniform, the Class B uniform, the Class C uniform, or the Class D uniform as designated by the appropriate Manual section and approved by the Superintendent.

Uniformed employees, whether on duty or off duty, are subject to public scrutiny. The following are examples of inappropriate action while in uniform:

- Drinking alcoholic beverages in public.
- Participating in political activities.

- Selling or soliciting activities.
- Participation in public protests, demonstrations or picketing.
- Any other action or behavior which reasonable persons would deem inappropriate for a uniformed Peace Officer.
- Uniformed staff are to keep in mind that individual actions reflect on the entire Department, as they represent the Department in the public view.

UNIFORM ALLOWANCE

2430

The regulations of the Board of Control and current labor/management agreements provide for uniform replacement allowances for various classes. The allowance amounts and other regulations vary, depending on whether the uniform is worn on a full-time or less than full-time basis. In order to qualify for uniform replacement allowances, an employee must:

- Be employed in and performing the specific duties of one of the following classes:
 - Youth Correctional Officer
 - Youth Correctional Counselor (Camp and TAC Team only)
 - Sergeant (Institution and camp)
 - Senior Youth Correctional Counselor (Camp and TAC Team only)
 - Lieutenants (Institution and camp)
 - Parole Agent (Camp only)
 - Treatment Team Supervisor (Camp only)
 - Major and Captain
 - Program Administration (Camp - Optional)
(Camp includes institutionally based camp programs and the pre-camp program.)

- Administrator, Emergency/Security Operations (Optional).
- Be enrolled in a formalized training and development assignment at an institution, performing the duties of one of the above named classes, and requiring that a uniform be maintained.
- Complete one calendar year of service in a class and assignment as provided in subsections (1) through (2) above. Qualifying periods before and after non qualifying periods shall be added together to compute a calendar year of service and to establish a new qualifying anniversary date. Non qualifying periods include long-term temporary absences (one or more full pay periods) such as leaves of absence, temporary disability, industrial disability leave or non industrial disability leave.

UNIFORM INSPECTIONS

2435

At least twice yearly, each facility will hold a full Class A formal uniform inspection. Daily informal uniform inspections should be conducted by supervisors of all immediate subordinate staff. Violations of the uniform standards must be corrected. Failure to comply with the uniform standards, violations of same, or failure to correct such deficiencies in a reasonable amount of time, shall be cause for corrective action and must be reported in writing to the immediate superior of the supervisor, noting the violation or failure to correct.