



**SAN BERNARDINO COUNTY  
POLICY MANUAL**

**No. 07-16**

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**EFFECTIVE DATE** January 9, 2024

**POLICY: STANDARDS OF DRESS AND GROOMING**

**APPROVED**

DAWN ROWE  
Chair, Board of Supervisors

**POLICY**

San Bernardino County is a professional organization. All employees will present a professional appearance in order to promote a positive image. The appropriateness of dress and grooming has an impact on how staff members, other County departments, and outside agencies perceive employee professionalism. Employees are relied on to exercise common sense and good judgment that aligns with the spirit of County values and direction regarding clothing and appearance in the workplace and to dress in a manner that is consistent with this policy.

This policy applies to all employees regardless of classification, which includes contract employees, temporary agency employees, interns, volunteers, and may include contractors. Individual departments may have more specific policies in place based on department need.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms or other circumstances as defined by the department head. These differences, in addition to this general policy, may be subject to the meet and confer requirements of Government Code Section 3500 et seq.

The standards in this policy apply during an employee's scheduled tour of duty.

If applicable, additional dress and grooming standards may be communicated at the departmental level.

**POLICY AMPLIFICATION**

1. Clothing

- A. Employees who wear uniforms are expected to report for duty in the assigned uniform. Uniforms are expected to be clean, pressed, and in good condition.
- B. Employees who are not required to wear uniforms are expected to wear business clothing appropriate to the position held. Attire is expected to be clean, pressed, and well fitting.
- C. Appropriate attire for the workplace includes business suits, ties, blazers, sweaters, jackets, slacks/trousers/dress pants, skirts, dresses, blouses, collared shirts, dress shirts, and polo shirts.
- D. Except as noted or approved by the department head, employees may not wear the following:
  - (1) Denim jeans of any color.
  - (2) Overalls or coveralls.
  - (3) Shorts of any type.
  - (4) Mini-skirts or mini dresses.
  - (5) T-shirts or jerseys that contain graphics or logos related to team sports.
  - (6) Any article of clothing with logos, words, or graphics that promote drug use, gang activity, hate, racism, profanity, or violence, or may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures, or words.
  - (7) Any article of clothing with logos, words, or graphics that contain political messaging or campaign slogans.
  - (8) Gym or sweatpants, workout wear, uncovered spandex pants/leggings.
  - (9) Shirts, blouses, dresses, or other outer garments with spaghetti straps, unless covered by a jacket; shirts that expose stomach or midriff area; halter or tube type shirts; see-through or fishnet tops.

- (10) Pants below the waistline or low-rise pants showing undergarments.
- (11) Low front or low back attire.
- (12) Excessively tight fitting or oversized (baggy) garments.
- (13) Torn, frayed, or ripped clothing.

This list is an example only and may not include all items deemed inappropriate.

2. Footwear and Accessories

- A. All footwear is expected to be appropriate to the employee's position. Shoes are to be neat, clean, and in good repair. Sandals of any material that are commonly referred to as flip-flops or thongs are prohibited for all employees.
- B. No baseball caps, beanie hats, or bandanas are allowed, except as approved by the department head.

3. Tattoos and Jewelry

Except as noted or approved by the department head or designated authority, guidelines related to tattoos and jewelry include the following:

- A. Head, Face, or Neck Tattoos  
Tattoos on the head, face, or neck shall be covered.
- B. Other Tattoos  
All other tattoos may be visible so long as they do not depict images or words that promote drug use, gang activity, hate, racism, profanity, or violence, or may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures, or words.

Reasonable effort must be taken to cover any tattoos when providing service directly to members of the public.

- C. All jewelry worn by employees must be appropriate and reasonable, so it does not detract from a professional appearance or constitute a health or safety hazard. Nose piercings are permitted if the jewelry is the size of a two millimeter (2 mm) stud or smaller. All other facial piercing jewelry such as tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited. Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert.

4. Personal Hygiene

- A. Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes cleanliness of the body, use of deodorant, and appropriate oral hygiene.
- B. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.
- C. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns and mustaches must be clean and neatly groomed. Hair must be properly restrained based on job assignment. Hair coloring should be within a reasonable range of natural hair colors.

5. County Identification

Each employee will have and wear an approved County identification badge at all times while on duty, with the photo side facing out except where specifically exempted or prohibited by the employee's department due to a safety issue or in cases where wearing an identification badge will

interfere with the execution of the employee's duties.

**RESPONSIBILITIES AND PROCEDURES**

1. Each new employee will receive a copy of this policy during orientation. All employees will be required to sign an acknowledgement verifying that the policy has been read and understood.
2. Supervisors are responsible for explaining and enforcing the dress and grooming policy. Employees who report to duty and are non-compliant with the dress and grooming policy may be sent home to change without compensation. Failure to comply with, and repeated violations of this policy may be cause for disciplinary action up to and including dismissal.
3. Consistent with this policy, exceptions can be made at the department level by the department head due to the nature of the work, special events, casual Fridays, and departmental clean-up days.
4. Any employee that requires reasonable accommodation for reasons based on religion, disability, or other grounds protected by federal, state, or local laws should contact the respective department's assigned Human Resources Business Partner. The County prohibits any form of discipline, reprisal, intimidation, or retaliation for requesting reasonable accommodation for grounds protected by federal, state, or local law.
5. Issues or disagreements arising out of the enforcement of this policy and departmental dress and grooming policies shall be reviewed by the department head or designee and/or the department's assigned Human Resources Business Partner.
6. This policy is not intended to restrict communications or actions protected or required by state or federal law.

**LEAD DEPARTMENT**

Human Resources

**APPROVAL HISTORY**

**Adopted** February 13, 2007 (Item No. 76)

**Amended** January 9, 2024

**REVIEW DATES**

January 2029



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**STANDARDS OF DRESS AND  
GROOMING ACKNOWLEDGEMENT  
FORM**

I, \_\_\_\_\_, acknowledge  
Name (Please Print)

receipt of a copy of the Standards of Dress and Grooming Policy and  
understand that I must comply with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date

cc: Department Employee File  
201 File

Employee ID