

Idaho Department of Correction 	<b>Standard          Operating          Procedure</b>  <b>Division of          Probation and          Parole</b>  <b>General          Administration</b>	<b>Control Number:</b> 122.04.01.001	<b>Version:</b> 3.0	<b>Page Number:</b> 1 of 6
		<b>Title:</b> Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members		<b>Adopted:</b> 12-31-2001  <b>Reviewed:</b> 6-03-2013  <b>Next Review:</b> 6-03-2015

**This document was approved by Henry Atencio, chief of the Division of Probation and Parole on 08-01-2013 (signature on file).**

Open to the general public:  Yes  No

If no, is there a redacted version available:  Yes  No

**BOARD OF CORRECTION IDAPA RULE NUMBER**

[None](#)

**POLICY CONTROL NUMBER 122**

[Security Staff and Non-security Staff Grooming Standards and Dress Code](#)

**DEFINITIONS**

[Standardized Terms and Definitions List](#)

***Non-security Staff:*** Employees who normally do not supervise or manage offenders.

**PURPOSE**

The purpose of this standard operating procedure (SOP) is to establish grooming, dress (business and business casual), and uniform standards for division of probation and parole staff members while (1) working in facilities owned and/or operated by the Idaho Department of Correction (IDOC), or (2) conducting official IDOC business.

**SCOPE**

This SOP applies to all division of probation and parole staff members.

**RESPONSIBILITY**

***Chief of the Division of Probation and Parole***

The chief of the division of probation and parole (or designee) is responsible for overseeing probation and parole services and for ensuring adherence to the guidelines and procedures herein.

***District Managers and Section Supervisors***

District managers and section supervisors are responsible for implementing this SOP and ensuring all division of probation and parole staff members are practicing the guidelines, standards, and procedures provided herein.

***Division of Probation and Parole Staff Members***

All division of probation and parole staff members are responsible for practicing the guidelines, standards, and procedures provided herein.

<b>Control Number:</b> 122.04.01.001	<b>Version:</b> 3.0	<b>Title:</b> Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members	<b>Page Number:</b> 2 of 6
---	------------------------	---	-------------------------------

**Table of Contents**

General Requirements ..... 2

1. Office and Field Attire ..... 2

    Office Attire..... 3

    Field Attire ..... 3

2. Training Attire ..... 4

    PPOs ..... 4

    Non-security Staff Members ..... 4

3. Court and Parole Hearing Attire..... 4

4. Division-issued Uniform and Accessories ..... 4

    Division-issued Uniform ..... 4

    Optional Uniform Accessories..... 5

5. Footwear ..... 5

    PPOs..... 5

    Non-security Staff Members ..... 5

6. Jewelry ..... 5

7. Hair: Head and Facial..... 5

8. Personal Hygiene ..... 6

9. Uniform Issue, Replacement, and Turn in Upon Separation ..... 6

    Issue..... 6

    Replacement ..... 6

    Turn in Upon Separation..... 6

References..... 6

**GENERAL REQUIREMENTS**

**1. Office, Facility, and Field Attire**

While working in facilities owned and/or operated by the IDOC or when conducting official IDOC business:

- All probation and parole officers (PPOs), shall wear their division-issued uniform (see [section 4](#)) and footwear (see [section 5](#)); and
- Non-security staff members shall wear attire that is business or business casual.

District managers shall not allow clothing that does not meet these typical standards to be worn.

<b>Control Number:</b> 122.04.01.001	<b>Version:</b> 3.0	<b>Title:</b> Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members	<b>Page Number:</b> 3 of 6
---	------------------------	---	-------------------------------

<b>Business Attire</b>	
<b>Men</b>	<b>Women</b>
Suit, collared shirt, and tie	*Dress or *dress suit
Sports coat or blazer, collared shirt, tie, and dress slacks	Blouse and pantsuit
Collared shirt, tie, and dress slacks	Blouse and dress slacks
	Blouse and *skirt * Must not be shorter than three inches (3") above the knees.

<b>Business Casual Attire</b>	
<b>Men</b>	<b>Women</b>
Typically consists of casual collared shirts (pull-over or button down without a tie) to include sport shirts, knit shirts, and golf shirts; dress trousers or slacks; colored jeans (blue not allowed); and closed-toed shoes.	Typically consist of casual collared shirts (pull-over or button down) to include sport shirts, knit shirts, and golf shirts; blouses; dress trousers or slacks; colored jeans (blue not allowed); *dresses; *skirts. * Must not be shorter than three inches (3") above the knees.

### **Office and Facility**

In addition to the requirements established above in this section, when in the office or facility, district managers and section supervisors may wear (1) the division-issued uniform and/or optional uniform accessories (see [section 4](#)), **or** (2) attire that is suitable for court or parole hearings (see [section 3](#)).

In addition to the requirements established above in this section, probation and parole officers (PPOs) who choose to wear their use of force equipment while in the office or facility shall follow the requirements described in SOP [307.04.02.001](#), *Use of Force: Probation and Parole*.

PPOs shall ensure the department-issued badge, department-issued photo, and ballistic vest are worn in accordance with SOP [307.04.02.001](#).

### **Field Attire**

In addition to the requirements established above in this section, district managers, section supervisors, and PPOs shall wear their division-issued uniform (see [section 4](#)) **and** all use of force and safety equipment while conducting fieldwork.

Exceptions to wearing the division-issued uniform **and/or** use of force and safety equipment will be limited and shall require the district manager's (or designee) approval. Examples of when an exception may be granted would be (1) if the PPO has an assignment on a specific law enforcement task force or with a training agency that requires being out of uniform, or (2) on a specific day or date designated by the district manager.

<b>Control Number:</b> 122.04.01.001	<b>Version:</b> 3.0	<b>Title:</b> Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members	<b>Page Number:</b> 4 of 6
---	------------------------	---	-------------------------------

See SOP [307.04.02.001](#), *Use of Force*, to see when it is not suitable to wear use of force equipment while conducting fieldwork.

District managers, section supervisors, and PPOs shall ensure the department-issued badge, department-issued photo, and ballistic vest are worn in accordance with SOP [307.04.02.001](#).

## 2. Training Attire

There are times when all division of probation and parole staff members will be required to attend IDOC-sponsored or outside agency trainings. The following standards shall be adhered to:

### **PPOs**

PPOs shall wear their division-issued uniform. (see [section 4](#)).

In addition, PPOs have the option of wearing all use of force equipment, to include the ballistic vest, unless the training requires specific clothing to be worn.

The district manager (or designee) may make exceptions to the above by requiring staff to wear business casual attire to training. Examples of when an exception may be granted would be for training conducted at central office **or** out-of-state.

### **Non-security Staff Members**

Typically, when on training, non-security staff members shall adhere to the business or business casual standards described in [section 1](#). However, when on firearm, arrest technique, or any other training (with or without use of force and safety equipment) designated by the district manager (or designee), non-security staff may wear any IDOC-issued shirt. When worn, the IDOC-issued shirts shall be clean and in good repair.

Non-security staff shall not wear blue jeans, t-shirts or tennis shoes to any training.

It is highly encouraged that the IDOC-issued shirt be tucked in when worn.

## 3. Court and Parole Hearing Attire

PPOs and pre-sentence investigators are expected to represent the IDOC during various court **or** parole hearings regarding offenders who are under the jurisdiction of the IDOC.

**PPOs** – May wear (1) the division-issued uniform (see [section 4](#)) (to include all use of force and safety equipment) **or** (2) gender appropriate business attire (see [section 1](#)).

**Pre-sentence investigators** – Shall wear gender appropriate business attire (see [section 1](#)).

## 4. Division-issued Uniform and Accessories

The division-issued uniform and optional uniform accessories shall be kept clean and in good repair.

### **Division-issued Uniform**

- **Black polo shirt** – May be long or short sleeved, shall have the words ‘parole agent’ on the back, and the IDOC badge on the front;
- **Khaki pants;** and

<b>Control Number:</b> 122.04.01.001	<b>Version:</b> 3.0	<b>Title:</b> Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members	<b>Page Number:</b> 5 of 6
---	------------------------	---	-------------------------------

- **Footwear** (see [section 5](#)).

It is highly encouraged that the black polo shirt be tucked in when worn.

The black polo shirt and khaki pants shall be brand specific as approved by the IDOC. District managers, in consultation with the chief of the division of probation and parole (or designee), shall have the discretion to approve other brands and colors as needed.

#### **Optional Uniform Accessories**

- **Black baseball cap** – Division-issued with the words ‘probation and parole’ across front.
- **Jacket** – Division-issued with the words ‘parole agent’ on the back and the IDOC badge on the front.
- **Plain black long sleeve shirt** – May be purchased by the PPO and only worn any time. When worn, it shall be worn underneath the division-issued black polo shirt.
- **Black belt and buckle** – May be purchased by the PPO and worn any time. The belt and buckle must be solid black in color.

## **5. Footwear**

### ***PPOs***

Shall wear non-division-issued shoes **or** boots that are solid black in color and closed-toed. During inclement weather (e.g., cold, snow, rain), PPOs may wear footwear such as rubber boots, snow boots, or hiking boots while conducting fieldwork. Weather gear is encouraged but must be used appropriately in relation to the climate and season.

### ***Non-security Staff Members***

Non-security staff shall wear footwear that is appropriate for business or business casual attire (see [section 1](#)).

## **6. Jewelry**

All Division of Probation and Parole staff members that wear jewelry shall ensure that it is appropriate for their work environment and does not present a safety hazard. When wearing jewelry while on duty, the following standards shall be adhered to:

- **Earrings** – Earrings that are large or dangle shall not be worn. Men shall not wear earrings.
- **Body piercings** – Jewelry that pierce the nose, eyebrow, lip, tongue, or any other uncovered or exposed body part shall not be worn.
- **Any jewelry** – Jewelry shall not be offensive or unprofessional in nature.

## **7. Hair: Head and Facial**

All division of probation and parole staff members shall maintain conservative looking hair while on duty. When worn, hair must be of a contemporary or conventional cut and style and natural in color.

All facial hair will be kept neatly trimmed and shall not exceed three fourths inches (3/4”) in length.

<b>Control Number:</b> 122.04.01.001	<b>Version:</b> 3.0	<b>Title:</b> Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members	<b>Page Number:</b> 6 of 6
---	------------------------	---	-------------------------------

## 8. Personal Hygiene

All division of probation and parole staff members shall practice appropriate personal hygiene while on duty. Personal hygiene issues shall be addressed and corrected by the district manager (or designee) on an individual basis.

## 9. Uniform Issue, Replacement, and Turn in Upon Separation

### *Issue*

PPOs shall be issued uniforms and may be issued uniform accessories (see [section 4](#)) upon hire.

### *Replacement*

District managers, facility heads, or designees may order replacement uniforms and optional uniform accessories when worn or damaged. Uniforms and division-issued optional uniform accessories will be periodically reissued and replaced throughout the division of probation and parole as deemed necessary by the chief of the division.

### *Turn in Upon Separation*

PPOs who separate from their position will turn in all division-level optional uniform accessories (see [section 4](#)) to the district manager (or designee) when turning in all use of force equipment and duty gear. PPOs who simply transfer to another district, continuing in the same capacity, are not required to turn in division-level optional uniform accessories.

Use of force equipment shall be turned in pursuant to SOP [307.04.02.001](#), *Use of Force: Probation and Parole*.

## REFERENCES

SOP [307.04.02.001](#), *Use of Force*.

– End of Document –