

<b>DATE:</b>	MARCH 25, 2016
<b>NUMBER:</b>	K.29
<b>SUBJECT:</b>	DRESS AND GROOMING REQUIREMENTS FOR FOOD SERVICES DIVISION EMPLOYEES
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To provide guidelines for standardized dress and grooming requirements for the Sheriff's Food Services Division (FSD).

**POLICY**

Contemporary standards of good taste, grooming, and decorum are expected to prevail throughout the FSD.

**PROCEDURE**

- I. All FSD personnel shall be physically clean, wear clean garments, and shall adhere to reasonable standards of personal hygiene.
- II. All FSD senior cooks, cooks, and food service workers working in areas where food is prepared, cooked, baked, served, and/or where dishes and utensils are washed, are required to wear black trousers and white short sleeved shirts with the Sheriff's detention patch centered and sewn over the left breast pocket. All shirts and blouses shall remain tucked in while on duty. Additionally, the (optional) approved black jacket may be worn while on duty. White aprons will be provided, but are optional for wear. Any other safety related clothing required for specific operations will be provided.
- III. FSD supervisors, senior cooks, cooks, and food service workers shall wear the issued black ball caps. FSD supervisors shall be required to wear casual business attire and the issued white smock while on duty. Additionally, the (optional) approved black jacket may be worn while on duty.
- IV. FSD personnel whose hair touches or extends below the collar shall confine their hair with a hair net. This net shall be in addition to wearing the required black ball cap.  
  
Exception: FSD manager, assistant chiefs, and clerical staff.
- V. FSD personnel may not wear beards of any kind. Neatly trimmed mustaches are permitted provided they extend no further than the smile crease line, not more than one-quarter inch below the corner of the mouth and not below the upper lip line.
- VI. All FSD personnel shall be required to wear black safety shoes or hard toed shoes with non-slip soles. Open-toed, open-heeled, or high-heeled shoes and non-safety sneakers are not permitted.

Exception: FSD manager, assistant chiefs, and clerical staff.

- VII. FSD personnel who work in areas where food is prepared, cooked, baked, served and handled, and/or where dishes or utensils are washed shall keep their fingernails clean, trimmed and not polished. Personnel working in these areas shall not wear jewelry.

Exception: Wedding bands, post or stud earrings with safety clips that do not hang below the ear lobe. Watches may only be worn by the FSD manager, assistant chiefs, food service supervisors, delivery vehicle drivers, and clerical staff.

VIII. Required uniform items:

- A. Black industrial trousers: straight leg, color black, 65% polyester/35% cotton twill with front and back pockets along with reinforced stress points that stand up to frequent washing. (The recommended brand names; Dickies, Red Kap, or any other brand as long as they meet specifications).
- B. White short sleeve cook shirt with pocket: 65% polyester/35% cotton twill, lined collar, left front pocket, square bottom, short sleeve optional button down or metal snaps with the Sheriff's detention patch centered and sewn above the left breast pocket.
- C. T-shirt: white crewneck cotton polyester.
- D. Socks: black or white cotton/polyester.
- E. Plain black belt.
- F. Black hard-toed, non-slip safety shoes. A safety shoe reimbursement is available per MOA.

IX. Issued uniform items:

- A. Detention patches.
- B. Black ball caps.
- C. Smocks.
- D. Apron.

X. Optional uniform items:

- A. Approved black jacket.
- B. Frock Liner – Freezer jacket (optional): CPC will maintain 5 in house. Employees may purchase their own approved frock liner.