



**RivCoParks**

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**UNIFORM POLICY  
& PROCEDURE**

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# REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 4.6

Uniforms & Employee Appearance

## I. POLICY

The uniform and employee appearance policy is established to provide specifications to ensure that all uniformed personnel remain clean and consistent within their respective unit, position and rank. All Uniformed Employee's shall maintain, in proper order and condition, the designated complete uniform as describe herein.

## II. PURPOSE

It is vital to the mission of the Riverside County Regional Park and Open-Space District (District) and to the citizens of the County of Riverside to establish and maintain a professional uniformed appearance during the course of one's duty. Employees' appearance in uniform is critical to perception of the District by the public that supports its parks and programs, as well as by members of other organizations and agencies with which the Park District has working relationships. It is important that all employees wear the appropriate attire, maintained in a condition that reflects the District's standards.

## III. PROCEDURE

The following guidelines will serve as a definition of the wear and maintenance of uniforms. These guidelines shall be in accordance with the current Memorandum of Understanding (MOU) for the represented units, and are intended to provide additional guidelines for reference and clarity. Should there be any discrepancies between this policy and the current MOU, the specific language in the MOU currently in effect shall take precedence.

### A. General Uniform Standard

1. It is important that all employees who are so required, wear a clean, fresh-looking uniform free from wrinkles, stains, tears, and/or unpleasant odors at all times.
2. All uniform articles shall be neatly worn. Shirts shall be tucked in and sleeves shall not be rolled up. Shirts shall be fully buttoned except the top



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button. The top button shall not be secured unless the use of a tie is required.

3. Undershirts shall not exceed the sleeve length of the uniform shirt and shall be white or current Class B T-shirt. Class B T-shirts shall be clean, neat and free of holes and fraying.
4. No jewelry, pins or medals, shall be worn on the uniform unless approved for position, rank or achievement, or otherwise authorized by the District.
5. Head coverings, bandanas, or other accoutrements or articles of clothing, unless approved, are not appropriate and detract from the uniform. All religious or cultural headwear shall be considered acceptable uniform articles, shall be considered approved, and shall be kept clean and odor free.
6. Specifics as to uniform type, description and style are included in Attachment A – Standards of Uniform Conformity.

B. General Uniformed Positions

Employees holding regular positions in the Park District in the following classifications will be provided uniforms so long as they are required to wear them in the performance of their duties:

1. General Unit:
  - a. Park Aide
  - b. Park Ranger I
  - c. Park Ranger II
  - d. Senior Park Ranger
  - e. Park Attendant
  - f. Park Maintenance Worker
  - g. Maintenance Carpenter
  - h. Grounds Worker
  - i. Park Interpreter
  - j. Aquatics Technician



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2. Supervisory Unit
  - a. Park Maintenance Supervisor
  - b. Area Park Manager
  - c. Interpretive Services Supervisor
  - d. Park Ranger Supervisor
  - e. Natural Resources Manager
  - f. Natural Resources Specialist

3. Seasonal Positions
  - a. Lifeguard
  - b. Senior Lifeguard
  - c. Pool Supervisor
  - d. Public Services Worker

4. Executive Team

Members of the Executive Team, including the General Manager/Parks Director, Assistant Parks Director, and Bureau Chief, shall not be required to wear a uniform but have the option of wearing a uniform in accordance with this policy should it be deemed desirable or necessary in the performance of their duties.

C. Initial Issue and Replacement of Uniforms

1. New Employees: For newly hired regular employees, the initial issue of four (4) shirts, four (4) pants and/or shorts, one (1) jacket with liner, one (1) hat, name badge and, when needed, rain gear, shall be approved by the District. Seasonal positions shall be issued uniforms based upon the current MOU.
2. Annual Uniform Allowance: After one (1) year of continuous service with the District and annually thereafter, each employee in the above listed classes are entitled to the approved reimbursement cost for the replacement of the initial issue of shirts, pants, jacket and hat. Remaining funds, if present after replacement of uniform items, may be used to purchase boots.



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- a. Employees may purchase approved uniform items and submit General Form 14 along with a copy of their receipt(s) to receive uniform reimbursement.
  3. Replacement of Damaged Uniforms: Uniforms damaged in the line of duty, outside of normal wear and tear and as determined by the Assistant Parks Director or a designee, may be replaced by turning in the damaged articles.
- D. Uniforms as District Property
- All uniforms purchased by the District shall remain District property and shall be returned by the employee upon separation, including termination, voluntary resignation and retirement.
- E. Approved Vendors for Uniforms
- The Executive Team, via the Business Operations Division, will maintain a current listing of approved vendor sources for uniforms purchased on account, paid for by the District and deducted from employee's annual uniform allowance. Employees may purchase replacement uniform items from any vendor as long as the items are the appropriate specified type and color.
- F. Uniform Accessories
1. Patches – The District will provide shoulder patches to each permanent and TAP employee for initial issue of uniform and any replacement shirts thereafter. Type, style and placement location of patches are described in Attachment A - Standards of Uniform Conformity.
  2. Metal Badges – All positions which require a badge under P.C. 830.10, or required for the scope of ones duties, will be presented a badge after they successfully pass the designated probationary period. Badges shall be worn at all times when interacting with the public.
  3. Insignia – All types and placement locations of insignia are described in Attachment A - Standards of Uniform Conformity.
  4. Name Tags – All types and placement locations of name tags are described in Attachment A - Standards of Uniform Conformity. Name tags shall be worn at all times when dealing with the public.



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5. Footwear – Black or brown leather boots shall be worn at all times while in uniform. Boots shall remain clean and in good condition. In certain work conditions, safety or health considerations or requirements may dictate different footwear to be worn. Managers are authorized to approve alternative footwear styles as long as they remain consistent in black or brown in color. Boots shall be polished for evening events, formal speech events and ceremonial engagements.
  6. Pocket Materials/Jewelry – In order to maintain neat appearance, only reasonable non-bulky items, such as pens/pencils, slim note pads, small cell phones, etc., may be placed in shirt pockets. No vape instruments, tobacco cans, cigarettes, cigars, or other tobacco-related appurtenances, handkerchiefs, or other bulky items may be placed in shirt pockets. No religious, political or “cause” pins and jewelry may be worn outside of uniform.
- G. General Personal Appearance and Personal Hygiene
1. Employees shall come to work having attended to their personal hygiene each day, with clean clothes free from unpleasant odors. A clean uniform shall be worn each day and replaced if it becomes soiled, frayed, disheveled, torn or no longer properly fits during a shift.
  2. Tattoos, if visible to others, should not be offensive in nature. If/when they are deemed to be offensive, they should be covered if possible.
  3. Jewelry and piercings should be discreet and not be offensive in nature, be a health and safety hazard, or an infectious control hazard. Items of jewelry and piercings that create the potential for injury or present the possibility for entanglement (e.g., large hoops) must be covered or removed during working hours.
  4. Head and Facial Hair
    - a. Hair shall be neat, clean and present a well-groomed, professional appearance.
    - b. A variety of hairstyles are permitted as long as they do not interfere with safety head gear and do not pose a safety risk through



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entanglement near moving parts or equipment. Employees may be required to braid or tie their hair back to maintain professional appearance and/or reduce safety exposure around moving parts or other situations and conditions which pose an increased safety risk.

- c. Beards, mustaches, and goatees shall be neatly trimmed and lined. All employees shall be clean-shaven above and below beard line or around a goatee or mustache. Employees that choose not to wear a beard, mustache, or goatee, shall be clean-shaven at all times.

## IV. ATTACHMENTS

Attachment A - Standards of Uniform Conformity

**Policy 4.6 *Uniforms & Employee Appearance***

**Original Issue Date: 1998. Originally issued as Policy No. 16a**

**Office of Primary Responsibility: Executive Administration**

**Editor: McLain, Dustin, Chief – Parks & Resources**

**Reviewed by: Gettis, Erin, Assistant Parks Director**

**Approved by: Brown, Kyla R., Parks Director/General Manager**

**Date Approved: 1/27/2020**

**Previous Revision Dates: 1998**

## **Attachment A: Standards of Uniform Conformity**

### **Scope:**

The purpose of this document is to provide concise uniform guidelines and examples to compliment Park District Policy 4.6 – Uniforms & Employee Appearance. The sole intention of this document is to provide fluid updates to specific uniform requirements established by the Executive Team.

### **CLASS A**

#### **Everyday Duty**

Uniform Shirt – Short or Long Sleeve. Flying Cross, Color: Silver Tan.

Pants – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

Under Shirt – District Standard T-shirt, White or Tan

Boots – Clean, black or brown. Hiking or Full Leather.

Belt – Black

Hat – Ranger: Black or Olive w/ approved District Logos.

Natural Resource Specialists: Brown, Olive or Tan w/ approved District Logos.

Park Maintenance Workers: Olive or Tan w/ approved District Logos.

Park Aide – Interpreter : Galls HW795, Tan

#### **Funeral Service**

Uniform Shirt – Long Sleeve. Flying Cross, Color: Silver Tan.

Pants – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

Under Shirt – District Standard T-shirt, White or Tan

Boots – Clean, black or brown. Full Leather.

Belt – Black

Tie – Black (if available)

Hat – Ranger: Smokey Hat, Brown

Natural Resource Specialists: Smokey Hat, Green

Park Aide – Interpreter : Galls HW795, Tan

#### **Awards Service**

Uniform Shirt – Long Sleeve. Flying Cross, Color: Silver Tan.

Pants – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

Under Shirt – District Standard T-shirt, White or Tan

Boots – Clean, black or brown. Full Leather.

Belt – Black

Tie – Green

Hat – Ranger: Smokey Hat, Brown

Natural Resource Specialists: Smokey Hat, Green

Park Aide – Interpreter : Galls HW795, Tan

## **Attachment A: Standards of Uniform Conformity**

### **CLASS B**

#### **Managers, Supervisors and Administrative Staff**

Polo Shirt – 5.11, Propper. Color Silver Tan

Pants – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

Under Shirt – District Standard T-shirt, White or Tan

Boots – Clean, black or brown. Hiking or Full Leather.

Belt – Black

Hat – Ranger: Ball cap. Black or Olive w/ approved District Logos.

Natural Resource Specialists: Ball cap. Brown, Olive or Tan w/ approved District Logos.

Park Maintenance Workers: Ball Cap. Olive or Tan w/ approved District Logos.

#### **Field Staff**

District Issue T-Shirt (Short or Long Sleeve) or other approved T-Shirt.

Pants – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

Boots – Clean, black or brown. Hiking or Full Leather.

Belt – Black

Hat – Ranger: Ball cap. Black or Olive w/ approved District Logos.

Natural Resource Specialists: Ball cap. Brown, Olive or Tan w/ approved District Logos.

Park Maintenance Workers: Ball Cap. Olive or Tan w/ approved District Logos.

### **CLASS C – Maintenance**

Coveralls/Jump Suits – United Uniforms. Color – Green. Long Sleeve

Under Shirt – District Standard T-shirt, White or Tan

Boots – Clean, black or brown. Hiking or Full Leather.

Belt – Black

Hat – Ranger: Black or Olive w/ approved District Logos.

Natural Resource Specialists: Brown, Olive or Tan w/ approved District Logos.

Park Maintenance Workers: Olive or Tan w/ approved District Logos.

## **Attachment A: Standards of Uniform Conformity**

### **CLASS P – Physical Training (PT)**

District Issue T-Shirt (Short or Long Sleeve) or other approved T-Shirt.

Shorts – Various Brands. Color – Navy

Shoes – Running, Cross-trainers, Mat Shoes or other training appropriate shoes

Hat – Ranger: Ball cap. Black or Olive w/ approved District Logos.

Natural Resource Specialists: Ball cap. Brown, Olive or Tan w/ approved District Logos.

Park Maintenance Workers: Ball Cap. Olive or Tan w/ approved District Logos.

### **SEASONAL UNIFORM ACCESSORIES**

Seasonal accessories include cold weather headwear (beanies, skull caps), large brimmed sun hats (safari hats, boonie hats), sweaters (hooded, cardigan, pull-over) and jackets. Styles and selections may vary from year to year and options may change. Please follow general guidelines below. Managers may approve or disapprove any new styles that are different than those offered by District Human Resources.

Cold Weather Headwear – Color: Black, TDU Green or Olive Drab Green.

Large Brimmed Sun Hats – Color: TDU Green, Olive Drab Green or Tan.

Sweaters – Color: Green, Brown or Executive Selected Annual Choice.

Jackets – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green.



# RivCoParks UNIFORM STANDARDS

## RANK INSIGNIA GUIDE

**DIRECTOR**



**ASSISTANT DIRECTOR**



**BUREAU CHIEF**



**NATURAL RESOURCES MANAGER  
/ AREA MANAGER**



**PARK RANGER — SUPERVISOR**



**NATURAL RESOURCES SPECIALIST**



**SENIOR PARK RANGER**





# RivCoParks UNIFORM STANDARDS

## EVERYDAY DUTY SHORT SLEEVE SHIRT

### RANK INSIGNIA

1" From Bottom/ 1" From Side

Insignia will follow middle of collar

### BADGE TAB

1" above pocket

### PATCH

3/4" below shoulder seam



**Uniform Shirt** – Short or Long Sleeve. Flying Cross, Color: Silver or Tan

**Pants** – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

**Under Shirt** – District Standard T-shirt, White or Tan

**Boots** – Clean, black or brown. Hiking or Full Leather.

**Belt** – Black

**Hat** –

Ranger: Black or Olive w/ approved District Logos.

Natural Resource Specialists: Brown, Olive or Tan w/ approved District Logos.

Park Maintenance Workers: Olive or Tan w/ approved District Logos.



# RivCoParks UNIFORM STANDARDS

## EVERYDAY DUTY LONG SLEEVE SHIRT

### RANK INSIGNIA

1" From Bottom/ 1" From Side

Insignia will follow middle of collar

### BADGE TAB

1" above pocket

### PATCH

3/4" below shoulder seam



**Uniform Shirt** – Short or Long Sleeve. Flying Cross, Color: Silver or Tan

**Pants** – 5.11, Propper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

**Under Shirt** – District Standard T-shirt, White or Tan

**Boots** – Clean, black or brown. Hiking or Full Leather.

**Belt** – Black

**Hat** –

Ranger: Black or Olive w/ approved District Logos.

Natural Resource Specialists: Brown, Olive or Tan w/ approved District Logos.

Park Maintenance Workers: Olive or Tan w/ approved District Logos.



# RivCoParks UNIFORM STANDARDS

## FUNERAL SERVICE LONG SLEEVE SHIRT



**Uniform Shirt** – Long Sleeve. Flying Cross, Color: Silver Tan.

**Pants** – 5.11, Proper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

**Under Shirt** – District Standard T-shirt, White or Tan

**Boots** – Clean, black or brown. Full Leather.

**Belt** – Black

**Tie** – Black (If Available)

**Hat** –

Ranger: Smokey Hat, Brown

Natural Resource Specialists: Smokey Hat, Green



# RivCoParks UNIFORM STANDARDS

## AWARDS SERVICE LONG SLEEVE SHIRT



**Uniform Shirt** – Long Sleeve. Flying Cross, Color: Silver Tan.

**Pants** – 5.11, Proper, Tru-Spec, Galls. Color – TDU Green, Olive Drab Green

**Under Shirt** – District Standard T-shirt, White or Tan

**Boots** – Clean, black or brown. Full Leather.

**Belt** – Black

**Tie** – Green

**Hat** –

Ranger: Smokey Hat, Brown

Natural Resource Specialists: Smokey Hat, Green



# RivCoParks UNIFORM STANDARDS

## EVERYDAY DUTY SHORT SLEEVE POLO

**NAME PLACEMENT**  
Chest right

**BADGE PLACEMENT**  
Chest left



Name example

# D. REYES

**Name Placement**  
Chest right

**Font type**  
Myriad Pro Bold

**Size**  
1/2" cap height or 45pt

**Color**  
Pantone 357 C  
CMYK - 88,34,100,28  
or thread closest to this color.



# D. REYES

**Name Placement:** Chest Right

**Font Type:** Myriad Pro Bold

**Size:** 1/2" cap height or 45 pt

**Color:** Pantone 357 C, C-88/M-34/Y-100/K-28, or thread closest to this color.



**Placement:** Chest Left

**Size:** RivCoParks Logo 3"

**Color:** Pantone 357 C, C-88/M-34/Y-100/K-28, or thread closest to this color.