



Santa Cruz Consolidated Emergency Communications Center

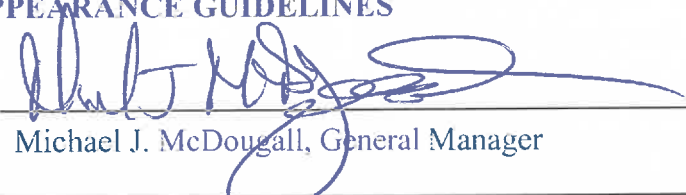
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Michael J. McDougall
General Manager



9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No. 2003	Date Issued: December 10, 2003
Section: 2000 - Personnel	Date Revised: May 17, 2004
Accreditation Standards: CALEA 3.6.1	
SUBJECT: APPEARANCE GUIDELINES	
APPROVED:	
	Michael J. McDougall, General Manager

1.0 Purpose

As civilian employees, Santa Cruz Consolidated Emergency Communications Center employees do not wear uniforms. However, some employees may be issued polo shirts or other apparel (with the Authority's logo) to be worn while representing the Authority in an official capacity.

In some respects, establishing appearance guidelines is more difficult for civilian employees as it involves much more thought than listing the pieces of apparel that make up a uniform. Also, the communities of Santa Cruz County pride themselves on maintaining a non-conformist philosophy about dress codes. In keeping with the prevalent community philosophy and the realities of our work environment, employees will follow these guidelines and prohibitions for appropriate appearance.

2.0 Guidelines

- 2.1 All employees will practice good hygiene.
- 2.2 All employees will be sensitive to the enclosed work environment when applying fragrances and scented grooming products.
- 2.3 Employees who work during traditional business hours will keep in mind that the facility is a place of business and visitors are frequent.

2.4 Employees will not wear any official apparel issued by the Authority in any non-official capacity or in any manner or place that may discredit the Authority or its member agencies.

3.0 Prohibitions

3.1 Employees are specifically prohibited from wearing any item of clothing or accessory which violates Policies No. 1120 (Sexual Harassment) and No. 1100 (Equal Employment).