

DRESS CODE – YOUTH IN FACILITIES

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Sections 1480 – 1481
- RESCINDS:** Procedure Manual Item 3-14-002, dated 08/18/23
- FORMS:** Special Incident Report (Facilities) (F057-7018)
- PURPOSE:** To provide guidelines for the youth's appearance and attire at Juvenile Hall (JH), Youth Guidance Center (YGC), and Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. The youth's personal clothing, undergarments and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear. Clothing provisions shall ensure that:**
- 1. Clothing is clean, reasonably fitted, durable, easily laundered, in good repair, and free of holes and tears.**
 - 2. The standard issue of climatically suitable clothing for youth shall consist of but not limited to:**
 - 3. Socks and serviceable footwear;**
 - 4. Outer garments**
 - 5. New non-disposable underwear which shall remain with the youth throughout their stay, and;**
 - 6. Undergarments, that are freshly laundered and free of stains, including tee shirts and bras.**
 - 7. Clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.**
 - 8. Suitable clothing is issued to pregnant youth.**
- B. Provision shall be made to issue suitable additional clothing essential for minors to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate.**

II. PROCEDURE

A. Appropriate Attire Guidelines and Procedure

1. **All youth shall wear their identification bracelet on their wrist for the duration of their stay at any of the three juvenile facilities.**
2. All youth will wear County clothing, to be issued upon arrival at Juvenile Hall (JH), Youth Guidance Center (YGC), or the Youth Leadership Academy (YLA). Youth are expected to wear only County clothing on a regular basis during the duration of their stay in county facilities, except with medical orders that state otherwise. Youth are permitted to wear their own athletic/tennis shoes, provided they meet the facility shoe guidelines and have the approval of the unit's **Supervising Probation Correctional Officer (SPCO)**.
3. Each Unit at every County Facility (JH, YGC, YLA) will have and maintain a size chart displaying the appropriate size and color of clothing for each youth housed in their unit. This chart should be updated as needed for population and size changes.
4. Clothing should be numbered or labeled by staff, assigned to that youth, and checked daily by staff during showers, room inspections, or shakedown. Youth may not trade clothing or allow anyone else to wear their clothes or shoes. Youth are responsible for the County clothing issued to them until it is checked and returned to the laundry. Names should be written on underwear on the inside seam. Socks do not require any labeling.
5. Clothing must be clean, neat, in good repair, and fit properly. Torn or frayed clothing is not permitted and must be reported immediately to supervising staff for replacement.
6. Shower shoes/sandals may be worn during showers and per medical orders. Shower shoes may not be worn outside of the unit, except under medical orders.
7. Shirts must be worn neatly (tucked in) both within the unit and during movements to and from school and outside recreational activities. County-issued shirts and polo shirts are color-coded and issued according to the facility, classification, unit assignment, and phase position of the youth. Both types of shirts should fit properly on the youth, not baggy or overlong.
8. County-issued pants must fit properly; fit the waist with pant length as close to level with the heel step as possible. Baggy or loose-fitting clothing is not permitted. The youth's clothing should fit and be worn in an appropriate manner (Pants worn at the waist, not baggy, sagging, or overlong). NOTE: gang-related attire and style of dress are strictly prohibited.
9. Shorts will be issued to each youth to be worn when appropriate in the unit and for Large Muscle Exercise (LME). Shorts may be colored according to facility, unit, and phase level. All shorts should fit and be worn at the waist, and not be overlong. Baggy clothing is not acceptable.

10. Shorts may not be worn to school without the SPCO's/Duty Officer's (DO's) approval.
 11. Youth must wear shirts anytime they are out of their rooms during the day. Youth may wear color-coded sweatshirts over their shirts during cool weather. Sweatshirts must be numbered in accordance with all other County issued clothing, and should fit appropriately on the youth, not being overlarge or baggy.
 12. Socks must be worn with sandals, tennis shoes, and boots. The youth are not permitted to be barefoot outside of their rooms. Shoelaces (if present and allowed) must be laced and tied correctly when worn.
 13. Youth are permitted to possess their own personal shoes, with certain restrictions. Shoes must be athletic/supportive shoes. The shoelaces color must be approved by staff and laced from the bottom to top. Loose and/or fat laces are not permitted. Their personal shoes may not have numbers on them. "Chuck Taylors" are not permitted. The Unit Supervisor (SPCO) will determine if the personal shoes are acceptable (i.e., not gang related). If there is any doubt as to the acceptability of a pair of shoes, the Division Director will maintain the final approval. Any abuse of this privilege will result in the removal of the shoes and issuance of County shoes. Youths are only allowed to possess one pair of work boots. If a youth does not have personal shoes, the unit staff will issue them a pair of County shoes.
 14. Youth must present a neat and clean appearance. Any questions regarding clothing or appearance will be clarified by the SPCO/Duty Officer.
 15. Youth are responsible for keeping their hair clean, neat, brushed and out of their eyes. Hair may be tied back; however, headbands are not permissible. Youths are to consult with staff regarding the acceptable methods for tying hair back.
 16. If a youth has upon arrival to Juvenile Hall, Youth Leadership Academy, or Youth Guidance Center, an established beard or mustache, they will be allowed to keep this. Otherwise, youth will be required to shave daily or as needed to present a "clean-shaven" appearance.
 17. Torn clothing will be brought to the attention of the staff on duty. If, upon investigation, the damage was discovered to be the result of abuse by a youth of their County issued property, the SPCO will seek restitution by filing a petition with the court. A Special Incident Report will also be prepared by staff.
 18. No personal jewelry is permitted. Cloth Rosaries youth receive from church may be kept in their personals. They may not wear them around their neck or keep them in their pockets.
- B. Clothing issued at Juvenile Hall is color coded based on the youth's classification and unit assignment. Clothing issued may include:
- T-shirt (white or color-coded), Pants, Sweatshirt, Shorts, Polo Shirt, Tennis Shoes, Socks, Night Shirt (for female Units), Sandals, Bras, and Underwear.

- C. Clothing issued to the youth at Youth Guidance Center and Youth Leadership Academy are color coded according to phase level and unit. Clothing may include the following:

Program pants, color-coded T-shirt, color-coded collar shirts, color-coded sweatshirt, underwear, white T-shirt, KP pants, socks, tennis shoes, boots, shorts shower shoes, and pajamas for female units.

REFERENCES:

Procedures: 3-5-004 Youth's Rights/Orientation

Policies: A-1 Policy, Procedure and the Law
 F-7 Personal Property of Minors in Juvenile Institutions

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APPROVED BY: