



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 10
Clothing and Personal Hygiene
§1481**

Topic Special Clothing

Policy Staff shall provide special clothing, protective equipment, items appropriate and issue additional essential clothing to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate to the activities in which the youth participate.

1. Staff shall provide special clothing or protective equipment for work assignments, or other activities that are potentially injurious. These items include, but are not limited to, latex or work gloves, shoes, boots, knee pads, helmets, sports equipment and protective gear, face masks, and eye shields. Clothing shall be appropriate to the environment of the activity.
2. Staff shall not assign youth to potentially injurious activities without proper protective equipment. Staff shall not assign youth to activities that pose a risk to a youth's safety even if protective equipment is worn or utilized.
3. Prior to youth participating in an activity, staff shall evaluate what special clothing, safety equipment, or personal protective equipment is required. If necessary, clothing or equipment is not available at the facility, staff shall notify an Institution Services Manager/ Officer of the Day (ISM/OD) of the need to order such items.