



# WEBER COUNTY ANIMAL SERVICES

## POLICY AND PROCEDURES

### UNIFORMS

EFFECTIVE DATE: 02/01/2011  
STANDARD NUMBER: N/A

REVIEW DATE: 03/10/2011  
APPROVED: Signature on file  
Sheriff Signature

#### 1. Purpose:

To establish a standard for uniform appearance.

#### 2. Rationale

A clean, professional looking uniform helps identify animal control officers and animal shelter staff while helping to instill trust and respect from the public we serve.

#### 3. Policy

The uniform will be made up of pants, shirt, jacket/coat, hat, and appropriate footwear

##### A. Pants:

1. Pants will be Levi type material and dark blue in color.
2. Pants will be in good condition with no holes or frayed areas.
3. Pants should be replaced when they become faded or so worn that they no longer look professional when worn.

##### B. Shirts:

1. Shirts will be green in color and either short or long sleeve pullover with a collar, buttons and proper insignia. Shirts will be worn tucked in with either a plain black or brown pants belt.
2. No tee shirts will be allowed unless the job at hand is of a nature that would damage the uniform shirt i.e. jobs that are dirty in nature, such as mowing the lawn, weeding, digging ditches, and kennel cleaning.
3. October 1 thru March 31 a black long sleeve undershirt may be worn under the proper uniform shirt. No insignias can be visible on the black undershirt.

##### C. Footwear

1. Footwear should be of appropriate style and quality for differing weather, conditions, surfaces, etc and will either be black or brown in color.
2. Footwear shall be kept clean and professional looking as not to deter from the overall professionalism of the uniform. No open toed shoes will be allowed while at work.

D. Jackets/Coats

1. Animal Control Officers shall wear an approved green or black uniform coat and/or windbreaker light jacket with proper shoulder patches. Animal Shelter staff shall wear an approved black uniform sweater.

E. Hats

1. Only approved black baseball style hats may be worn while on duty.

F. On Call Uniform

1. The on call officer shall wear the issued uniform and/or something that would identify them as an animal control officer. Their appearance should be professional and represent the office they serve.

G. Uniforms Wear

1. The identified and issued uniform will be worn at all times while on duty and/or operating a county vehicle unless traveling to training at which time appropriate training attire is required.
2. Exceptions to this must be approved by the Animal Shelter Director.

H. Uniform Purchase

1. The shelter will purchase pants, footwear, shirts, coats/jackets/sweaters, and hats for those working at the shelter. This clothing should be treated as a work uniform and shall never be worn for personal use at any time.

I. Optional Wear

1. Wearing of a hat, jacket, sweater, and coat are optional. Any change to this policy requires the approval of the shelter director.