

FACILITY CLEARANCE REQUEST

REQUIREMENTS:

- Must be 21 years or older.
- A copy of your driver's license or state issued identification card must be submitted with this request.

DATE OF REQUEST: _____

PLEASE ENTER YOUR FULL LEGAL NAME

LAST: _____ FIRST: _____ MIDDLE: _____

AKA: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

DOB: _____ PHONE: _____ EMAIL: _____

ID / DRIVER'S LICENSE #: _____ ISSUING STATE: _____ EXP DATE: _____

HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A CRIME? YES: ☐ NO: ☐ IF YES, PLEASE DESCRIBE BELOW.

INCLUDE COUNTY/STATE, ALL CASE(S), CHARGE(S) OR CONVICTION(S) THAT HAVE BEEN DISMISSED AND/OR SEALED.

EMPLOYING/REFERRING AGENCY: _____

AGENCY CONTACT: Brian Ortiz PHONE: 562-900-5809

ACTIVITY/ SERVICE: AA Panels

FACILITY: YGC UNIT: ALL

ONGOING CLEARANCE: ☒ 1X VISIT: ☐ DATE OF VISIT: TUESDAYS

I hereby certify that the above information is true and correct. I acknowledge that this Facility Clearance Form is the property of the Orange County Probation Department. As a condition of my request to enter the Orange County Probation facility, I hereby authorize Orange County Probation Department to perform a criminal history background check.

SIGNATURE: _____ DATE: _____

In the event circumstances require denial, reason for the denial will not be disclosed to the Contractor or the individual.

OC PROBATION USE ONLY – APPLICANT DO NOT WRITE BELOW THIS LINE

AUTHORIZED BY: _____ DATE: _____

DENIED BY: _____ DATE: _____

TO BE REVIEWED (6 MONTHS): _____

DEPARTMENT



DRESS, GROOMING, AND PERSONAL APPEARANCE

The dress, grooming and personal appearance of all that enter the Probation Department's grounds should project and enhance a positive and professional image and be appropriate to your assignment and responsibilities. Personal appearance must reflect the professional nature of the department's role as part of the criminal justice system and not be distracting to the safe operations. Extremes in dress and grooming that are inconsistent with the mission of the Department are not acceptable. Anyone entering a juvenile facility whose attire or appearance is not appropriate may be directed to leave the site and return suitably dressed and groomed. These guidelines are not intended to prohibit one's personal preference in wardrobe. However, it requires that extremes in fashion not be displayed at the site. All dress and appearance should convey a positive, professional role model to Justice-Involved individuals.

Appropriate Clothing

Males:

- Pants or jeans
- Shirts or sweater with sleeves (T-shirts are not appropriate)
- Safe footwear, closed- toed with non-skid soles and socks must be worn
- All clothing must be appropriately fitted and free of writing, pictures or advertising that supports illegal activity or negative content, i.e., alcohol, smoking, nudity or criminal lifestyle.

Females:

- Pants or jeans
- Shirts, sweaters, or blouses with sleeves (T-shirts are not appropriate)
- Safe footwear, closed- toed with non-skid soles and socks must be worn
- All clothing must be appropriately fitted and free of writing, pictures or advertising that supports illegal activity or negative content i.e., alcohol, smoking, nudity or criminal lifestyle.

Inappropriate Clothing

- Recreational attire is inappropriate. (Running shoes are fine).
- Tank tops, low cut tops, skirts, shorts, leggings, jeans with holes, workout clothing, and undershirts.
- Tight, revealing and inadequately covered chest and midriff is unacceptable.
- Ripped, torn or tattered clothing
- Shirts depicting any negative behavior (drugs, alcohol, smoking or foul language etc.)
- Inappropriate footwear includes recreational sandals, flip flops, high heels and shower shoes due to safety, appearance and inadequate protection.

Extremes in Style

Extremes in dress, grooming, hairstyle or makeup are not appropriate. Visible body art, i.e. inappropriate tattoos and excessive body piercing should be concealed.

Grooming

Personal grooming and hygiene must reflect neatness and cleanliness. Haircut/hairstyle and beard/mustache must be clean and neatly trimmed. Clothing must be clean and properly fitted.

Print Name

Date

Signature