

Yolo County Sheriff Aerosquadron

Uniform Specification

PREFACE

The wearing of a uniform requires that members so attired present an appearance which reflects the stature, dignity, and professionalism of the Yolo County Sheriffs Department. The uniform should be worn with pride and in a manner to promulgate respect, authority and esteem. It is the intent of this manual to establish standards and policies regarding the wearing of the uniform. To achieve maximum benefit from such standards they must receive equal application at all levels of command.

This manual is the primary Department publication on matters relating to uniforms. It establishes policy and standards for the proper wearing of the uniform and for the personal appearance of members so attired.

FINAL AUTHORITY FOR UNIFORMS AND EQUIPMENT

The Sheriff shall be the final authority on all matters regarding official uniforms and equipment. All articles of uniform apparel and equipment worn by the personnel of the Yolo County Sheriff's Department shall meet the specifications contained in this manual. Any other uniform items or equipment or the carrying of any restraint equipment not contained herein are prohibited.

MANNER OF WEARING THE UNIFORM

On Duty:

Official uniforms shall be worn in a military manner. All buttons shall be secured at all times when in public view, unless otherwise directed. Hats shall be worn squarely upon the head. No item shall be carried in the pocket of any uniform garment or carried inside the garment which might produce an obvious bulge or protrusion. A complete uniform shall be worn by uniformed members when officially representing this Department. Information concerning the proper wearing of specific items of apparel or equipment will be found in subsequent sections of this manual.

Off Duty:

No member shall wear his/her uniform, or parts of it, nor openly display his/her badge while off duty.

SUPERVISOR'S APPROVAL

Uniformed personnel shall secure approval of their new duty articles from their respective Supervisor. The supervisor shall determine by personal inspection whether the articles are properly fitted and in conformance with department regulations. This section shall apply to all uniform and equipment articles whether specifically defined herein or not.

INSPECTIONS OF UNIFORMS AND EQUIPMENT

An inspection may be initiated at any time. The goal of such inspections shall be the maintenance of a professional image.

PERIODIC INSPECTIONS

The Executive Board shall schedule inspections on a random basis in an effort to determine whether uniform and equipment maintenance is in conformity with Department requirements. Unsatisfactory compliance with uniform specification shall be corrected prior to commencing duty assignment.

REPLACEMENT OF UNIFORMS AND EQUIPMENT

Uniform apparel and equipment shall be replaced when so worn or damaged as to no longer reflect an acceptable appearance or no longer meet current specifications.

MAINTENANCE OF UNIFORMS AND EQUIPMENT

Required uniforms and equipment shall be maintained at all times in a clean and serviceable condition. Articles of apparel shall be creased and pressed. Approved leather equipment and shoes/boots shall be kept dyed(black) and shined. Metal snaps and equipment shall be kept polished to a high luster.

MAINTENANCE OF DEPARTMENT ISSUED ITEMS

Items of clothing or equipment issued by the Department shall be maintained in a neat and clean condition. Faulty equipment or that is in need of repair or replacement shall immediately be brought to the attention of the Executive Board. Routine preventative maintenance, such as cleaning, polishing and minor adjustments is the responsibility of the uniformed employee. The member shall sign for all equipment issued. Any equipment lost or stolen through the member's negligence or carelessness shall be reported in the same manner as specified above for damaged equipment. If no recovery of the property is made, the member shall be required to reimburse the Department or Aero Squadron for the loss, or replace the missing property. The cost of replacing the assigned equipment will be equal to the present day costs of the equipment.

Although the safety equipment is issued to the member for use while on duty, legal ownership will remain with the Yolo County Sheriff's Department. All such items shall be returned to the department immediately upon termination of employment or retirement.

POSSESSION OF UNIFORMS AND EQUIPMENT

All members of the Yolo County Sheriff's Department shall possess and maintain ready for immediate use the uniform, equipment and other required items prescribed herein.

PERSONNEL REQUIRED TO WEAR UNIFORMS

When on duty, all departmental personnel shall wear the prescribed uniform unless expressly exempted by order of the Sheriff.

MIXTURE OF UNIFORM AND CIVILIAN CLOTHING

Civilian clothing shall not be worn with any distinguishable part of the uniform when in public view unless specifically permitted by the Sheriff. All personnel shall be in complete uniform when on duty and will not be in uniform when off duty except by the wearing of a civilian jacket over the uniform while the member is en route to and from work.

WEARING OF THE UNIFORM TO AND FROM WORK

Uniforms may be worn to and from work. Members riding their personal bicycles, motorcycles or motor scooters to and from work shall do so in civilian clothing.

ALTERING STYLE OF UNIFORM

Uniforms shall be made of the material and in the style prescribed in the specification section of this manual. Such styles shall not be altered or changed in any way whatsoever unless authorized by the Sheriff.

REPAIRED UNIFORMS

Members shall use sound discretion in wearing any uniform apparel or equipment which has been repaired.

- Uniform items with visible areas of repair which detract from the member's appearance shall not be worn.
- Executive Board shall determine the propriety of wearing the garments and equipment in question.

PINS, BUTTONS, RIBBONS, AND MEDALS

When in uniform, no lodge pins, charitable contribution pins, ribbons, emblems, pins or medals of any nature may be worn on the uniform unless approved by the Sheriff. Exemption will be authorized by Special Order.

Uniformed employees presented with a civic organization's "Officer of the Year" pin may wear it only for the year awarded. The pin may be worn on the shirt or the dress jacket at the following location:

- Medal positioned on the right breast pocket flap one (1) inch from the right edge of the flap halfway between the bottom and top of the flap.

Other medals, pins or decorations specifically authorized by the Sheriff shall be attached to the uniform as directed by General Order.

AUTHORIZED JEWELRY

While a member is in uniform, jewelry and personal ornaments or accouterments (pins, medals, etc.) may be worn only if authorized by this manual. The following items of jewelry may be worn with the uniform:

- Medical bracelet or medical necklace.
- A total of two (2) conservative rings may be worn. A set of wedding and engagement rings will be considered one (1) ring.
- Wristwatch.

Decorative necklaces and identification bracelets shall not be worn by uniform personnel. Female members only will be allowed to wear earrings, which must meet the following specifications:

- Yellow colored metal (gold) post type earrings.
- Ball size no larger than 5mm ball or smaller.
- Plain ball - with no design or stones.
- Only one earring per ear.

No other visible piercings shall be allowed for any member.

PERSONAL GROOMING- RESPONSIBILITY

The effectiveness of any law enforcement agency is to a great extent determined by the respect and cooperation it receives from the public. Respect for law enforcement relies upon a feeling of confidence in the effectiveness and efficiency of its representatives as evidenced in part by a neat and well-groomed appearance.

PERSONAL GROOMING – STANDARDS MALE

The following standards for grooming are deemed reasonable and shall be the minimum guidelines to be complied with by each male member of the Department.

HAIRCUTS (MALE)

While on duty, or in uniform, hair shall be clean and trimmed, and present a neat appearance. Hair shall be worn so that it does not extend below the top of the uniform shirt collar while sitting or standing in an erect position. Hair shall not extend farther than ½ inch below the top edge of the ear. Hair which is styled or combed forward will be no lower on the forehead than one half distance to the eyebrows of the individual, measured from the high point of the eyebrow. Moderate "natural" style haircuts are permitted if they qualify within the limits described above; however, the maximum extension from the scalp shall not exceed two (2) inches. Hair shall not be allowed to accumulate at the back of the neck.

Haircuts that would be termed extraordinary (i.e. Mohawk, punk etc.) shall not be permitted.

FACIAL HAIR (MALE)

The face shall be clean-shaven, with the following exceptions;

- Sideburns shall not extend below the bottom of the earlobe and will terminate with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed one (1) inch.
- Mustaches shall be limited to the area above the upper lip and shall not extend more than one half (½) inch beyond the corners of the mouth nor below the vermilion border of the upper lip, nor below the corner of the mouth. Waxed ends or points are not permitted.

PERSONAL GROOMING – STANDARDS FEMALE

The following standards for grooming are deemed reasonable and shall be the minimum guidelines to be complied with by female members of the Department.

HAIRCUTS (FEMALE)

Female personnel, in uniform with hair that extends below the collar shall wear their hair up for safety while on duty.

Hair will not be worn so that it will fall in front of the eyes.

Extraordinary hairstyles that present an odd appearance are prohibited while on duty.

Decorations shall not be worn in the hair while in uniform; however hair clips that match the color of the hair may be worn.

COSMETICS (FEMALE)

If cosmetics are worn they shall match the natural skin color of the individual. Nail polish shall be neutral in color and without adornments. Obvious false eye lashes and fingernails shall be prohibited.

BRASSIERES

A brassiere shall be worn.

COURT APPEARANCE ATTIRE

Members shall appear in court wearing conservative civilian clothing. Male members will wear a business suit, or sport coat and slacks, with a dress shirt, necktie, and appropriate shoes. Female members will wear a pant suit, dress, or skirt with blouse or sweater.

When at the courthouse or off-site courtrooms, all members shall have their Department issued identification card available for inspection by court security personnel.

MANNER OF WEARING THE UNIFORM

When performing duties requiring a uniform, all employees will wear a complete basic uniform for the classification authorized.

JACKET ON DUTY

The wearing of the jacket shall be optional, except when weather conditions require it, or as otherwise directed. The jacket shall be worn in conjunction with uniform shirt and necktie and shall not be worn otherwise. Shoulder patches, rank insignia and service stripes shall be worn as designated in this manual.

FLIGHT SUIT

The flight suit will be a standard flight suit and be worn with the applicable rank insignia and departmental patches.

SHIRTS

The uniform shirts shall be worn with applicable rank insignia, departmental shoulder patches. Sleeves shall not be rolled up or turned under. All shirt buttons shall be buttoned except the neck button shall be opened when wearing the short sleeve summer shirt. The period of wearing each type of shirt shall be designated by the Sheriff.

The buttons for the shoulder straps, breast pockets, and front opening will be black.

An approved polo shirt may be worn and will be black in color.

UNDERSHIRTS

When an undershirt is worn, it shall be black in color and round-neck in style, and the sleeves shall not extend below the uniform shirtsleeve. Visible portions of the undershirt shall be clean and without stains, holes or obvious signs of wear. Thermal-type underwear and "V" neck style undershirt shall not be worn when any portion is exposed to view.

NECKTIE

During the designated months of the winter uniform, the necktie shall be worn. It shall be compatible in length with the wearer's torso and shall not hang below the lower edge of the belt buckle or be tucked into the wearer's pants. The necktie shall not be removed when any uniform jacket or long sleeve shirt is worn.

GLOVES

Gloves shall be black leather or fabric. Plain finish full finger and totally covering the hand. When gloves aren't worn, they shall not be visible. Gloves shall not be worn with short sleeve.

TIE CLASP

Uniformed employees shall wear the regulation tie clasp. The clasp shall be affixed to the tie and the shirt front within the area bounded by the third and fourth buttons from the top of the shirt, positioned level with the bottom, outer edge of the shirt pocket.

NAMEPLATES

The nameplate shall be worn on the outer most garment. When worn, the nameplate shall be securely attached to the shirt or jacket directly above and centered over the right pocket.

SHOES/BOOTS

Only department-authorized shoes or boots shall be worn while in uniform. Refer to the specification section of this manual for guidelines. All uniform duty shoes or boots shall be solid black in color. Boots which allow the trouser leg to catch or hang up on the tops are not approved even though they may meet the general specifications contained in this manual.

SOCKS-UNIFORM

Socks shall be solid black in color without design or ornamentation. Supervisors may grant a temporary exemption to members with a foot condition that makes wearing of such socks inadvisable. The member shall secure a physician's written statement. In this case, solid white socks shall be substituted.

TROUSERS

The uniform trousers described in the specification portion of this manual may be used for either summer or winter wear. The choice shall remain with the wearer. Basic duty trousers shall be worn by all uniformed members except when wearing the approved flight suit.

TROUSERS BELT

The trouser belt shall be worn except when wearing the approved flight suit. The belt shall be black in color. Both buckle (brass) or buckle-less types may be worn.

BADGE

The badge is issued by the Department. Uniformed personnel shall wear the badge attached to the badge holder on the uniform shirt or flight suit.

EMBROIDERED BADGE

The embroidered badge, as authorized by the Department, may be worn on the approved flight suit or

polo shirt.

SHOULDER PATCH

The official shoulder patch shall be worn on both sleeves of the jacket and shirt with the patch attached one half (1/2) inch below the shoulder tab in such a manner that an imaginary line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. The patch shall be sewn on the garment with colorfast thread which matches the edging of the patch, and may not be cross-stitched.

Patches shall not be worn on the approved polo shirts.

OPTIONAL NECK WEAR

Uniform personnel may wear the optional neck dickey or a turtleneck in place of the black uniform tie. This dickey or turtleneck will be worn with the long sleeve winter uniform shirt only. The dickey or turtleneck shall be black in color and made of wool or acrylic fabric and have a five (5) inch neck, folded in half when worn.

A black tie or dickey shall be worn at all times when wearing the long sleeve uniform shirt or uniform jacket. Open collars are not acceptable at any time when wearing a long sleeve uniform shirt and uniform jacket, with the exception of detention personnel who shall have the option of not wearing a tie while inside the detention facility.

UNIFORMS SPECIFICATIONS

This chapter is designed to be distributed to uniform and equipment suppliers for their files to ensure that members purchasing from them will be properly outfitted.

This chapter will occasionally be revised with additions and deletions of the equipment and uniform items. When a revised page is received, the outdated one will be immediately removed and replaced with the new one.

ANNUAL DATES FOR UNIFORM CHANGES

Uniformed Members of the Department will begin wearing Class C uniforms(also known as the summer uniform) in the Spring at the beginning of Daylight Savings Time.

Uniformed Members of the Department will begin wearing Class B uniforms(also known as the winter uniform) in the Fall, at the conclusion of Daylight Savings Time.

DEFINITIONS OF UNIFORMS

CLASS "A" UNIFORM

The Class A uniform, also referred to as the dress uniform will consist of long sleeve uniform shirt, tie, uniform pants, trouser belt, uniform shoes, and other items of apparel, as designated by the Sheriff.

CLASS "B" UNIFORM

The Class B uniform, also known as the winter uniform will consist of the long sleeve shirt, necktie, uniform pants, trouser belt, duty footwear.

CLASS "C" UNIFORM

The Class C uniform, also known as the summer uniform, will consist of the short sleeve shirt or polo shirt, uniform pants, trouser belt, and duty footwear.

FLIGHT SUIT

The flight suit will be a standard flight suit with duty footwear.

TIE CLASP

The authorized tie clasp for uniform personnel will be a plain, gold colored, metal tie clasp or the plain gold color with association star. The tie clasp will have a clamp type back and plain bar front, 5 /16 inch wide and two (2) inches long. N other tie clasp shall be worn while in uniform.

NECKTIE

Neckties worn by uniform personnel will be black dacron or wool fabric. The style will be "four in hand" type, or equivalent breakaway style, approximately 3 1/2 inches wide at the widest point. Uniform female personnel may wear the optional criss-cross tie, model# 5518, in black dacron.

GLOVES

Gloves worn by uniformed personnel will be black leather or fabric. The glove style will be a plain finish, full finger, and maybe lined or unlined.

TROUSER BELT

The trouser belt worn by uniformed personnel will be top-grain cowhide, dyed black. The belt will be stamped basket weave design with border stamp.

- **Buckle type belt:** The buckle type belt will have a width of not less than one (1) inch nor more than two (2) inches, with a straight-type and, or with an end tapered to not less than 3/4 inch. The buckle of the trouser belt will be plain yellow colored metal and of the heel or bar type. Optional buckles may be approved by the Office of the Sheriff via Special Order.
- **Buckleless type belt:** The buckleless type trouser belt will have the same material and style as above, but may be fastened with velcro or "hidden" double-pronged brass hooks.

NAMEPLATE

Te nameplate will be of plain yellow, all metal construction without design. The yellow metal finish will be polished. The lettering shall be black and approximately 1/32 inch stroke, 1/4 inch in height to be engraved deep in the metal and filled with black lacquer. The plate will include the first name initial and last name, or the last name only; depending on the length of the member's last name.

The nameplate will be rectangular in shape with squared corners. The shape will be approximately 1/2 inch in width and 2 1/4 inches in length. The nameplate will have two (2) metal clutch fasteners attached to the back.

CLOTH NAMETAGS

Cloth nametags may be worn on the authorized jackets, shirts, and flight suits in lieu of the nameplate. The tags shall be black in color, 1" wide with gold thread lettering. The name tags shall be placed 1/2" above the right breast pocket, centered. The nametag will include the first name initial and last name, or the last name only; depending on the length of the member's last name.

FOOTWEAR

Footwear for personnel in uniform will be black leather with a smooth finish to accept polishing. The toe will be plain or capped and shall conform to the contour of the sole. Soles will not be more than 3/4 inch thick. Heels shall not be more than 1 1/2 inches thick (measured from the bottom of the heel to the top of the sole). Shoes or boots shall not be worn if they have a wedge type sole, have a pointed toe, or have a squared or beveled heel (an approximate 1/4 inch bevel, as found on Acme boots, is acceptable). Spur straps, ornamental stitching, taps, or nonfunctional buckles (such as the type found on engineer boots) are not allowed.

Military type paratrooper jump boots can be worn with the regular duty uniform or flight suit. These boots shall be black in color with the ability to hold a shine. They should be a laced boot with black laces and a plain leather upper construction with the minimum height of eight (8) inches. The outsole and heel shall be of black composition and the heel shall be standard thickness of 3/4 of an inch. The toe of the boot shall be rounded but may be either plain or capped. When wearing boots with BDU pants, the pants shall not be "bloused" in to the boots.

TROUSERS

MALES

The uniform trousers (Class A, B, & C uniforms) will be black in color. The trousers shall be Fechheimer Brothers Company Trouser# 645-561. The fabric will be 55% Dacron / 45% Wool elastique weave 16 1/2 - 17 oz./square yard (60" width). 2 ply, spun warp and filling yarns.

Method of dyeing: stock dye color: black.

Trouser shall be manufactured from a men's uniform trouser pattern. The trouser styling shall incorporate a plain front, two (2) quarter top front pockets, and two (2) hip pockets. Trouser to be straight leg style. (2) rear billy pockets are optional. Optional club pockets shall be located 2 1/2 " (plus or minus 1/4") below each hip pocket. There shall be a minimum of seven (7) belt loops, six (6) of which are to be Keystone style. Trouser shall have a metal memory lock zipper. There shall be a French Fly tab closure on the inside of the right fly. The waistband must contain B AN-ROL to prevent roll over and have three strand snugtex to keep shirts tucked in.

The uniform trousers may also be Fechheimer Brothers Company Trouser# 6072-11000, with a 75% Dacron / 25% wool elastique weave, meeting the above specifications. Seam stripes are not authorized for uniform pants.

FEMALES

The uniform trousers (Class A, B, & C uniforms) will be black in color. The trousers shall be Fechheimer Brothers Company Trouser #645-561WT. The fabric will be 55% Dacron / 45 % Wool elastique weave 16 1/2 - 17 oz. / square yard (60" width). 2 ply, spun warp and filling yarns.

Method of dyeing: stock dye color: black.

Trousers shall be manufactured from a women's uniform trouser pattern. The trouser styling shall incorporate a plain front and one dart on each rear panel above the hip pockets. The two (2) quarter top front pockets, and two (2) hip pockets. Trouser to be straight leg style. (2) rear billy pockets are optional. Optional club pockets shall be located 2 1/2" (plus or minus 1/4") below each hip pocket. There shall be a minimum of seven (7) belt loops which are to be Keystone style. Trouser shall have a metal memory lock zipper. There shall be a French Fly tab closure on the inside of the right fly. The waistband must contain BAN-ROL to prevent roll over and have three strand snugtex to keep shirts tucked in.

The uniform trousers may also be Fechheimer Brothers Company Trouser# 6072-11000WT, with a 75% Dacron / 25% wool elastique weave, meeting the above specifications.

BDU TROUSERS

Members may also wear a BDU style trouser as a substitute for the standard trouser.

The male utility trouser shall be black in color, and either be Fechheimer Brothers Company #49310 Command Trousers with Cargo Pockets. The trouser shall be made of 65% polyester and 35% cotton twill. The trouser shall be manufactured from a men's uniform trouser pattern. The trouser shall incorporate a plain front, two (2) quarter top front pockets, two (2) hip pockets and two (2) Cargo Pockets, one on each side seam.

The trouser shall have a metal memory lock zipper and shall have a buttonhole on the inside right fly. There will be a minimum of seven (7) belt loops 1" in width of double thickness. The leg creases, front and back will have a silicone bead put in using the Lintrak process.

The female utility trouser shall be black in color, Fechheimer Brothers Company #49310WT Command Trousers with Cargo Pockets. The trouser shall be made of 65% polyester and 35% cotton twill. The trouser shall be manufactured from a men's uniform trouser pattern. The trouser shall incorporate a plain front, two (2) quarter top front pockets, two (2) hip pockets and two (2) Cargo Pockets, one on each side seam.

The trouser shall have a metal memory lock zipper and shall have a buttonhole on the inside right fly. There will be a minimum of seven (7) belt loops 1" in width of double thickness. The leg creases, front and back will have a silicone bead put in using the Lintrak process.

Another approved BDU trouser is the Galls 6-pocket BDU trouser #TR159.

The trousers will be worn with the appropriate uniform shirt authorized by the Sheriff for the time of the year.

LONG SLEEVE UNIFORM SHIRT

The uniform shirts will be black in color. The long sleeve shirts will be Flying Cross by Fechheimer item #47W6610, 65% Dacron/35 % Rayon. The style shall be known as a plain front coat style, form fitting, collar attached, long sleeves with barrel cuffs. With two pleated breast pockets and scalloped flaps. The shirts will also have a full badge sling and shoulder straps. With matching inside yoke and collar band of high lustre Dacron / Cotton Poplin. The back to have a double yoke, with high lustre Dacron / Cotton poplin yoke trim.

The shirts shall have (5) silicone military creases. One on each front to be centered vertically through pocket and flap. Spacing on shirt back to be proportionate to the size of the shirt.

SHORT SLEEVE UNIFORM SHIRT

The uniform shirts will be black in color. The short sleeve shirts will be Flying Cross by Fechheimer item #97R6610, 65% Dacron/35 % Rayon. The style shall be known as a convertible collar, short sleeve, coat shirt, with full length tail and form fitting. The shirt will have two outside breast pockets and scalloped flaps having one button each. Also to have a full badges ling and shoulders traps. The back to have a double yoke, with high lustre Dacron/ Cotton Poplin yoke trim.

The shirts shall have (5) silicone military creases. One on each front to be centered vertically through pocket and flap. Spacing on shirt back to be proportionate to the size of the shirt.

POLO SHIRTS

Polo shirts are authorized to be worn in lieu of the short sleeve uniform shirt. Polo shirts must be worn with the uniform trouser, belt, and duty footwear.

The uniform polo shirt will be black in color and be the 5.11 Tactical Series or equivalent. The polo shirt will have the badge embroidered on the left breast and name embroidered on the right breast. The conventions for the name shall follow the styles detailed in the section on cloth nametags. Wings will be embroidered ½ inch above the name and centered.

Polo shirts are authorized for use when flying a mission or at squadron meetings. The use of the polo shirts is not authorize at air shows or other public events.

FLIGHT SUITS

Flight suits are authorized to be worn during summer and winter, and may be worn at all Aero Squadron events. The flight suit will be black in color and contain the same shoulder patches, badge, nameplate, wings as the standard short/long sleeve uniform shirt. The flight suit will also have a back patch with the word SHERIFF embroidered in a capital letters and using gold thread. The back patch will also have a gold threaded border.

The member may optionally have the wings and badge embroidered on the flight suit. The embroidery of the wings and badge will follow the same specification as the polo shirt.

WINGS

The pilot wings pin will be issued to every member upon swear in. The wings are to be worn ½ inch above and centered over the name.

DEPARTMENT SHOULDER PATCH

Each uniformed member shall wear on their shirts, a Yolo County Sheriff's Department and a Yolo County Sheriff's Aero Squadron shoulder patch. The Aero Squadron patch shall be placed on the right sleeve. The Yolo County Sheriff patch will be placed on the left sleeve.

The Aero Squadron patch will be provided to the member upon swear in.

CAP (BASEBALL TYPE) (SPECIFICATIONS)

The Department approved baseball-style cap shall be solid black in color, New Era Brand, or equivalent with the word SHERIFF across the front. The lettering shall be gold stitch, not a patch, and in all capital letters.

TATTOOS

Department members may not have tattoos placed any where on their body that can be seen by the public while in uniform. This section shall not apply to members who, at the effective date of this General Order Manual, already have existing tattoos, or be used solely as a reason for disqualification for applicants in the hiring process.