

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 01-09	Effective Date: 12/05/03	Revision Date: 12/7/16
Subject: Dress Code		

**I. Policy Statement**

Division staff shall maintain a professional appearance in dress, hygiene, and grooming appropriate for their specific work assignment and duties.

**II. Rationale**

The purpose of this dress code is to establish a standard of dress and grooming for Division staff that promotes a professional image, promotes public confidence and ensures safety and security.

**III. Procedures**

Program Directors (PDs) along with Assistant Program Directors (APDs) may develop additional dress code protocol for their programs. These standards are to ensure safety and security, address specific working conditions and accommodate programming. Any additional standards must be clearly defined in program Operations Manuals and receive approval from the Division Director and/or the Executive Management Team.

**A. Standards of Dress and Appearance**

The following expectations are applicable to all settings and work conditions.

1. Clothes must be clean, free of holes, gang, profane or explicit pictures or words, and in good condition.
2. In order to present a professional image, both male and female staff will not wear clothing that is sexually provocative in nature. Bras and underwear are not to show. Examples of clothing not permitted includes: see-through clothing, mini-skirts, low-cut shirts or blouses, shirts or blouses revealing bare midriffs.
3. Hair must be neat, clean, well groomed, and maintained in a professional manner.
4. Footwear is to be appropriate for the assigned work location; all footwear must be clean and free of holes.
  - a. Flip-flops or shower sandals are not permitted.
  - b. Dress sandals may be permitted, but must have a back, back strap, and/or a heel.
  - c. Program restrictions on footwear must be addressed in each program's Operations Manual.

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5. Jewelry shall be consistent with professional appearance and meet expectations that consider safety and security for the assigned work location
  - a. Body piercing (nose, tongue, lip, eyebrow and face or other body parts) are not to be visible;
  - b. No more than 2 earrings per ear are allowed at work.
  - c. Open ear gauges cannot exceed a size 18.
  - d. If ears are currently gauged and larger than size 18, plug gauges are required at work.
6. Body art (tattoos) that depicts violence, profanity, is gang related, is of a sexually explicit nature, and/or is deemed workplace inappropriate must not be visible.
7. Sunglasses, hats, beanies, or any form of hood shall be professional in appearance and consistent with the assigned work location.
  - a. Sunglasses, hats, beanies or any form of hood are not to be worn indoors.
  - b. Hats, beanies, hoods may be worn outdoors for protection from weather elements such as wind, sun, rain and cold.
  - c. Head coverings that obscure or cover the face are not to be worn when outside on the grounds of a facility or program.
  - d. Exceptions for medical conditions and/or for faith based practices require approval by the facility APD.
8. Pants shall be professional in appearance and consistent with the assigned work location.
  - a. Slacks, dress pants, dress capris, and jeans are allowed.
  - b. Pants may not sag; underwear may not be visible.
  - c. Shorts, sweats, and athletic pants are not permitted.
9. Shirts and blouses shall be professional in appearance and consistent with the assigned work location.
  - a. Collared shirts, polo shirts, non-collared dress shirts, dress sweaters and JJS logo shirts are allowed. Sleeveless dress shirts/blouses must reach the shoulder).
  - b. Smocks and aprons may be worn by food service staff.
  - c. Tank tops, spaghetti straps, and t-shirts are not permitted.
10. Dresses and skirts shall be professional in appearance and consistent with the assigned work location. The length of dresses and skirts shall be no more than two inches above the knee.

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B. Professional Interactions

1. Staff shall present themselves in neat, clean and professional attire when representing the Division at court hearings, Youth Parole Authority (YPA) hearings, when meeting with allied agencies, private providers and community partners, any business at the State Office, and when acting as a presenter or trainer at conferences. Professional dress standards include:
  - a. Collared Shirt
  - b. Slacks, suits, dress pants, business professional Capri's (minimum, mid-calf),
  - c. Dress belt and dress shoes,
  - d. Ties (required in court and YPA hearings).
  - e. Dresses or dress skirts
  - f. Dress blouses (sleeveless dress blouse must reach the shoulder).

C. Exceptions

1. Staff supervising work crews, physical recreational activities (i.e., sports, outdoor games, school P.E.), outdoor service projects, and team building activities (i.e., hiking, rope courses), or involved in Crisis Intervention Training are permitted to wear attire that differs from the Standard of Dress outlined above.
  - a. Short pants are permitted (as long as the short pants do not create a potential hazard for a work-related injury). Short pants shall be no more than two inches above the knee when sitting and must be of the design and style that are sold as short pants.
  - b. Sweat pants, capris, warm-ups, knee length short pants, and t-shirts with sleeves may be appropriate for some activities.
  - c. Staff shall change back into standard dress when not directly engaged in training, work projects or recreational activities.
2. Training instructors have the authority to ensure modesty and safety of participants. They reserve the right to refuse training to staff that are not dressed appropriately and will contact the staff's supervisor for possible dismissal from the training.
3. Religious and medical accommodations will be approved on an individual basis by the APD.

D. It is the supervisor's responsibility to assure that staff are dressed in accordance with the Dress Code, and enforce dress code standards in their respective programs.

E. Staff whom are determined by their supervisor to be inappropriately dressed

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will be sent home and directed to return to work in proper attire. Such time spent away from work will not be compensated.

F. Staff will receive training on the Division Dress Code annually, and specific program amendments (Operations Manual). Staff shall sign the Statement of Understanding which will be placed in their personnel file.

G. Failure to adhere to this dress code may result in disciplinary action, up to and including termination.

**IV. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

  
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Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

12/7/16  
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Signature Date

  
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Susan V. Burk, Director  
Division of Juvenile Justice Services

12/7/16  
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Signature Date