I. **PURPOSE**: To establish appropriate and allowable attire for DYRS employees.

II. **POLICY**: The dress of DYRS employees should reflect professionalism and enhance the personal safety of staff. Attire should not impede movement or pose unnecessary safety risks. Employees are required to adhere to the dress code designated for their assigned work location. Employees are expected to follow the dress code policy at all times, unless given specific notice otherwise by DYRS administration. DYRS dress code requirements apply to all staff.

While this policy will attempt to include examples of both appropriate and inappropriate attire, these lists are not exhaustive. Employees should wear appropriately fitting clothing and are expected to exercise good judgment and discretion in their choice of attire. Professional attire is expected and required whenever an employee is representing the Division.

III. **PROCEDURES**:

A. **Residential Facilities**:

1. **Allowable Attire for Youth Rehabilitation Counselors/Treatment Specialists**

   a. Dress pants, khaki, or cargo style pants
   b. State issued shirts
   c. State issued jackets
   d. Sweaters
   e. Slogan/picture free mock, crew, or collared shirts (polo or button down)
   f. Shirts and sweatshirts embroidered with the State logo
   g. Casual shoes, laced if required
   h. Sandals with a closed toe and strap to support the heel
   i. High heeled shoes less than one-inch high
   j. Hair must be tied back or worn up if more than shoulder length
   k. Nail tips shall be maintained at ¼ inch or less from finger tip
   l. Jewelry

   - Post earrings; small hoops (one-inch or smaller)
   - Watch
   - One ring per hand (wedding set is considered one ring)
2. Allowable Attire for Administrative Staff
   a. Dress pants, khaki, or cargo style pants
   b. Dress shirts/blouses
   c. Suits, including Capri sets
   d. Skirts/Dresses (hems and slits must not be more than 2 inches above the knee)
   e. Slogan/picture free mock, crew, or collared shirts (polo or button down)
   f. Collared shirts and sweaters embroidered with the State logo
   g. Sweaters
   h. Footwear appropriate for the location of work assignment
   i. Jewelry

3. Allowable Attire for Recreation Staff
   a. Crew, mock, or collared shirts
   b. T-shirts with sleeves
   c. Shorts
   d. Warm up pants
   e. Footwear appropriate for the location of work assignment
   f. Hair must be tied back or worn up when it is more than shoulder length
   g. Nail tips shall be maintained at ¼ inch or less from the finger tips

4. Allowable Attire for Food Service Staff
   a. State issued uniform
   b. Authorized slip-resistant safety shoes
   c. Hair must be tied back or worn up when it is more than shoulder length
   d. Nail tips shall be maintained at ¼ inch or less from the finger tips

5. Allowable Attire for Transportation Staff
   a. State issued uniform pants
   b. State issued collared shirt w/Division logo
   c. Footwear appropriate for the location of work assignment
   d. Hair must be tied back or worn up when it is more than shoulder length
   e. Nail tips shall be maintained at ¼ inch or less from the finger tips

6. Restricted attire:
   a. Camouflage
   b. T-shirts of any kind with the exception of recreation staff
   c. Shorts with the exception of recreation staff
d. Shirts that are revealing, low cut, shear, halter, tube, tank or do not cover the mid-section or have spaghetti straps

e. Oversized clothing

f. Any shirts, sweatshirts, and jackets with hoods

g. Pants worn below the hips

h. Skirts or dresses with the exception of administrative staff

i. Clothing that is skin tight and/or risqué

j. Clothing that is torn, tattered or ripped

k. Sunglasses, unless medically prescribed

l. Visible tattoos that are risqué or lewd in nature

m. Visible body piercings, other than ears

n. Flip flops or slipper style shoes/boots

o. Jewelry that impedes job function; dangle or hoop earrings longer than one inch

B. Community Services:

1. Allowable Attire for All Community Services Staff

a. Dress pants, khaki, or cargo style pants

b. Dress shirts/blouses

c. Suits, including Capri sets

d. Skirts/Dresses (hems and slits must not be more than 2 inches above the knee)

e. Slogan/picture free mock, crew, or collared shirts (polo or button down)

f. Collared shirts and sweaters embroidered with the State logo

g. Sweaters

h. Footwear appropriate for the location of work assignment
   - Athletic shoes are allowed for field visits or office work only

i. Jewelry

2. Prohibited Attire

a. Camouflage

b. T-shirts of any kind

c. Shorts

d. Oversized clothing

e. Pants worn below the hips

f. Fishnet stockings

g. Shirts that are revealing, low cut, sheer or do not cover the midsection or are halter, camisole, tube, tank, or have spaghetti straps

h. Clothing that is skin tight and/or risqué
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i. Clothing that is torn, tattered or ripped
j. Visible tattoos that are risqué or lewd in nature
k. Visible body piercings, other than ears
l. Jewelry that impedes job function
m. Flip flops or slipper style shoes/boots

3. Community Services staff assigned to the Serious Juvenile Offender Unit must adhere to the dress code outlined in the Community Services policy manual. Each staff assigned to this unit will be issued uniform pants and shirts. Hair must be pulled back or worn up when in uniform.

Office of the Director:

1. Allowable Attire for All Office of the Director Staff
   a. Dress pants, khaki, or cargo style pants
   b. Dress shirts/blouses
   c. Suits, including Capri sets
   d. Skirts/Dresses (slits must not be more than 2 inches above the knee)
   e. Slogan/picture free mock, crew, or collared shirts (polo or button down)
   f. Collared shirts and sweaters embroidered with the State logo
   g. Sweaters
   h. Footwear appropriate for the location of work assignment
   i. Jewelry

2. Restricted Attire
   a. Camouflage
   b. T-shirts of any kind
   c. Shorts
   d. Oversized clothing
   e. Pants worn below the hips
   f. Fishnet stockings
   g. Clothing that is skin tight and/or risqué
   h. Clothing that is torn, tattered or ripped
   i. Denim pants except on casual days
   j. Visible tattoos that are risqué or lewd in nature
   k. Visible body piercings, other than ears
   l. Jewelry that impedes job function
   m. Flip flops or slipper style shoes
D. Training Attire: Employees shall adhere to the dress code policy when attending internal and external training sessions. Training requiring more relaxed attire due to the physical activity shall be communicated as such and verified by the trainer.

E. Casual Days

1. Casual days will be designated by the Superintendent/Chief/Administrator for each facility and program unit.

2. Appropriately fitting cargo, capri and denim pants will be considered appropriate attire on designated “casual” days.

3. State issued shirts are required Monday through Friday for all staff. State issued shirts are required on Saturdays and Sundays for Level IV staff. Saturdays and Sundays for Level V, as determined by the Superintendent, alternate shirts are allowed but must be in accordance to this policy.

4. Employees who are scheduled to attend meetings, court hearings, or other events on designated casual days are required to adhere to the dress requirements outlined in this policy.

F. Grooming:

1. All employees are expected to practice good grooming and personal hygiene. Clothing should be neat and clean. Cologne, perfume, scented lotions, and aftershave should be subtle.

G. Accountability:

1. Employees not in compliance with this policy when reporting for duty may be sent home to change without pay at the supervisor/managers discretion and may be disciplined.

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