

Division of Youth Rehabilitative Services

Chapter 2: Professional Practices	Policy#: 2.11	Page: 1 of 6
Subject: Dress Code	Standards:	
Effective Date: 1/19/10	Revised: 10/13/13, 6/27/14, 12/1/15, 8/31/16, 1/10/17	

- 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 at all times unless given specific notice otherwise by DYRS administration. DYRS dress code requirements apply to all staff including Department staff working or visiting DYRS secure care facilities and volunteers.

While this policy will attempt to include examples of both appropriate and inappropriate attire, these lists are not exhaustive. Employees 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. This policy has been developed to align itself with the Family Court dress code policy.

III. **DEFINITIONS:**

A. **Professional Business Attire:**

1. Male professional business attire includes collared dress shirts with buttons and coordinated tie, dress pants or slacks, belts, socks, and appropriate dress shoes. Sport coats or suits may also be worn, but are not required.
2. Female professional business attire includes a dress shirt with buttons or a blouse that covers the midriff and back, dress pants, dress or skirt in appropriate length and style, dress shoes or dress sandals. Blazers or suits may also be worn, but are not required.
3. All employees may wear their YRS polo shirts, if issued, to court, with slacks or khakis and dress shoes.

B. **Casual Business Attire:**

1. Male casual business attire includes collared shirts with buttons and dress pants or slacks, khakis, Division-issued clothing, turtlenecks/mock turtlenecks, knit tops, sweaters or sweater vests, shoes and socks.
2. Female casual business attire includes dress shirts with buttons, dress shirts/blouses with pants, khakis, dress capris (mid-calf or longer), or skirts in appropriate style and length, Division-issued clothing, turtlenecks/mock turtlenecks, knit tops, tunics, sweaters, and shoes or dress sandals. Leggings may only be worn with dresses, skirts, and long, tunic-style tops.

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IV. PROCEDURES:

A. Standards for Appropriate Dress and Appearance:

1. The Division is committed to a professional appearance and excellent performance in the workplace. A professional appearance promotes an atmosphere of employee competence, respect, dignity and efficiency. Each employee is responsible for presenting a professional appearance as a representative of the Division. When employees conduct themselves in a professional manner, this promotes a positive response from youth, families and the public.
2. Standards in dress are necessary to avoid individual interpretations of a professional appearance.
3. Employees who are issued clothing by the Division are responsible for maintaining this clothing in manner consistent with this policy.
4. Certain conditions, situations, or work assignments may warrant exceptions to these standards that must be approved by a Superintendent/Assistant Superintendent or the Chief of Community Services.
5. Employees must observe these standards when attending training, seminars, or conference unless instructed otherwise.
6. Supervisors are responsible for enforcement of this policy. Staff in violation of the policy may be sent home to dress appropriately. Staff will be required to use annual leave, compensatory time or leave without pay for the duration of the absence, and may be disciplined.
7. All staff will demonstrate good grooming and personal hygiene.
8. All staff will wear appropriately fitting clothing.
9. At all times, hair is to be neatly groomed and portray a professional image. For staff working in an environment where longer hair poses a potential health and/or safety risk, hair must be pulled back. Dyed hair should be a natural color in order to portray a professional image.
10. Footwear shall be appropriate for daily activities, clean, and in good repair. Staff should consider their own safety in selecting footwear; sandals or heels may not be safe in some situations. Athletic shoes are appropriate for staff working directly with clients, but not for court appearances, with the exception of Treatment Specialists. If athletic shoes are worn, they must be a neutral (not bold) color (examples: black, white, tan, brown, gray, and navy). Food service staff must wear authorized slip-resistant safety shoes.

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11. If staff are wearing shirts with the Division logo, they must be worn with non-denim pants, unless it is a dress-down day.
12. Employees who are issued metal badges identifying themselves as juvenile probation officers shall not wear the badge on their belt, or on their clothing, unless they are an active member of the Serious Juvenile Offender Unit. Badges are to be concealed and presented only for identification purposes as required.
13. The following attire is prohibited for all staff:
 - a) Camouflage
 - b) T-shirts of any kind (with the exception of recreation staff)
 - c) Graphic Tees
 - d) Shirts with writing on them other than the Division logo
 - e) Shorts (with the exception of recreation staff), including city-shorts.
 - f) Warm-up or sweat pants (with the exception of recreation staff)
 - g) Shirts that are revealing, low-cut, sheer, halter-style, tube-tops, tank-tops or spaghetti straps, or that do not cover the mid-section
 - h) Any shirts, sweatshirts, and jackets with hoods, with the exception of jackets worn outside during inclement weather
 - i) Pants worn below the hips
 - j) Skirts or dresses that have hems or slits more than 2" above the knee are prohibited for all staff.
 - k) Skirts or dresses for frontline staff while working in the field
 - l) Clothing that is torn, tattered, or ripped
 - m) Beachwear
 - n) Undergarments or thermal wear as outerwear
 - o) Visible tattoos that are risqué or lewd in nature
 - p) Visible piercings, other than ears or small stud nose piercings
 - q) Stockings with risqué designs, including fishnet
 - r) Flip-flops or slipper-style shoes/boots
 - s) Jewelry that impedes job function or safety; dangle or hoop earrings longer than one inch (with the exception of administrative staff); necklaces should be limited for safety issues and, if worn in the field or in secure facilities, should be tucked inside the outer garments
 - t) Non-Division-issued hats, with the exception of hats worn during inclement weather while working outside; Division-issued hats may not be worn within the office or other professional setting

B. Dress Code While Working in the Office or Facility:

1. Employees must wear professional business attire, casual business attire, or Division-issued clothing when working in the office or facility. (See Definitions).
2. Employees who wear their Division-issued firearm in the office must wear Division-issued clothing and their firearm-related equipment and vest/body armor or at the discretion of the supervisor or manager.

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3. Transportation staff, food service staff, and front-line staff in residential facilities must have nails no longer than ¼ inch from the fingertip.
4. Employees who are assigned to work inside a facility must observe the dress code established for that facility while working inside that facility.

C. Dress Code While Working Outside the Office or Facility:

1. Employees who have been issued clothing by the Division must wear that clothing when working outside the office or facility.
2. Employees who have been issued clothing by the Division must wear that clothing when attending court hearings.
3. Employees that have not been issued clothing by the Division must wear professional business attire or casual business attire when working outside of the office or facility.
4. Employees that have not been issued clothing by the Division must wear professional business attire or casual business attire when attending court hearings.

D. Front-Line:

1. Front-line employees working in residential facilities are required to wear dark or khaki colored pants.
2. Front-line staff working in facilities or in the field should consider their own safety in selecting clothing and jewelry, within the parameters above. Footwear such as sandals or heels may not be safe, and are prohibited for front-line staff working in facilities or in the field. Ties are prohibited for front-line staff working in facilities or in the field.
3. When Community Services staff are participating in family team meetings and meetings in the office, casual business attire is required. Jeans worn with a business casual top are permitted in the field for front-line Community Services staff if the situation warrants blending into the community more easily. Staff are not required to change into professional business attire or casual business attire on days that they are in both the field and the office.
4. Due to the unique role of the Serious Juvenile Offender (SJO) Unit staff and supervisor, a specific dress code is required and outlined in Community Services' policy. All SJO Unit staff are required to adhere to the dress code requirements in Community Services Policy SJO 2.11.

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E. Dress-Down Days:

1. Dress-down days will be designated by the Superintendent/Chief for each facility and program unit.
2. Appropriately fitting cargo, capri, and denim pants will be considered appropriate attire on designated casual days.
3. Division-issued shirts are required at all times in facilities for front-line staff.
4. Employees who are scheduled to attend meetings, court hearings, or other events on designated casual days are required to adhere to the professional business or casual business dress requirements outlined in this policy.

F. Training Attire:

1. Employees shall adhere to the dress code policy when attending internal or external training sessions. Training requiring a more relaxed attire due to physical activity shall be determined by the trainer and communicated as such.

V. Accountability:

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

VI. Enactment and Enforcement:

1. This policy will be enacted and enforced beginning 60 days after the date of its revision and release. Questions regarding this policy are to be directed to your immediate supervisor prior to the policy's enactment or, in the case of new hires, within the first two weeks of employment.
2. Staff who require deviation from this policy for religious or medical reasons must bring their concerns to their immediate supervisor prior to its enactment or, in the case of new hires, within the first two weeks of employment. Final discretion in regards to exceptions belongs to the manager of that administrative unit.

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Review Date:	Reviewed By:
1/19/10	<i>Carlyse Giddins</i>
1/5/17	<i>Nancy Dietz</i>