

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

Policy No: 01-09	Effective Date: 12/05/03	Revision Date: 04/22/19
Subject: Dress Code		

A. Policy Statement

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

B. Rationale

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

C. Procedures

Program Directors (PDs) along with Assistant Program Directors (APDs) may develop additional dress code standards for their programs. These standards are to address specific working conditions and accommodate programming. Any additional standards must be clearly defined in program Operations Manuals.

D. General Standards of Dress and Appearance

1. Clothes must be clean, without gang references, profanity, explicit pictures or words, and in good condition;
2. To present a professional image, staff will not wear clothing that is sexually provocative in nature. Underwear should not be visible; Examples of clothing not permitted include: see-through clothing, mini-skirts, low-cut shirts or blouses or shirts revealing bare midriffs; and,
3. Hair must be neat, clean, well groomed, and maintained in a professional appearance.
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, or a heel; and,
5. Jewelry shall be consistent with a professional appearance and meet expectations that consider safety and security for the assigned work location.
 - a. Open ear gauges cannot exceed a size 18; and,
 - b. If ears are currently gauged and larger than size 18, plug gauges are required at work.
6. Body art or tattoos that depict violence, profanity, is gang related, is of a sexually explicit nature, and/or is deemed workplace inappropriate must not be visible.

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7. Sunglasses, hats, beanies, or hoods shall be professional in appearance and consistent with the assigned work location.
 - a. Sunglasses, hats, beanies or hoods 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; and, Exceptions for medical conditions or faith-based practices require approval by the facility APD.
8. Pants and shorts (where permitted) shall be neat in appearance and consistent with the assigned work location.
 - a. Pants and shorts may not sag and underwear must not be visible; and,
 - b. Shorts may be allowed in certain circumstances as determined by the APD. Examples of such circumstances include: physical recreational activities (i.e., sports, outdoor games, school P.E.), outdoor service projects, and team building activities (i.e., hiking, rope courses), or crisis intervention training.
9. Shirts and blouses shall be professional in appearance and consistent with the assigned work location.
 - a. Non-graphic short/long sleeve shirts, dress-sweaters and JJS logo shirts are permitted;
 - b. Sleeveless dress shirts/blouses must reach the shoulder; and,
 - c. Tank tops, spaghetti straps, and printed t-shirts are not permitted.
10. Clothes shall be neat in appearance and consistent with the assigned work location. The length of dresses, skirts and shorts shall be no more than two inches above the wearer's knee.

E. Professional Interactions

1. When representing the Division at court and Youth Parole Authority (YPA) hearings, staff shall present themselves in neat, clean and professional attire. Professional dress standards include:
 - a. Collared shirt and tie;
 - b. Slacks, suits, dress pants, business professional capris,
 - c. Dress belt and dress shoes;
 - d. Dresses or dress skirts; and,
 - e. Dress blouses.

F. Business Casual Interactions

1. When representing the Division at the Multi-Agency State Office Building, training events, youth and family interactions, meeting with allied agencies, and attending conferences, staff shall present themselves in neat, clean and

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business casual attire. Business casual dress standards include:

- a. Collared shirt, sweater;
- b. Pants/slacks, jeans, capris, skirts, dresses; and,
- c. Blouses.

G. Casual Attire is acceptable in all other work settings.

1. Casual Attire is acceptable in all other work settings. Casual dress standards include:
 - a. Non-graphic short/long sleeve shirts and sweatshirts; and,
 - b. Pants or capris (minimum, mid-calf)

H. Any special exceptions to this dress code policy must be approved by APD or a member of the Training Bureau.

1. Supervisors will ensure staff understand business casual dress requirements. Training instructors have the authority to ensure modesty and safety of participants. They reserve the right to refuse training to staff who are not dressed appropriately and will contact the staff's supervisor for possible dismissal from the training;
2. Religious and medical accommodations will be approved on an individual basis by the APD;
 - a. It is the supervisor's responsibility to ensure that staff are dressed in accordance with this policy, and enforce dress code standards in their respective programs;
 - b. Staff determined by their supervisor to be inappropriately dressed will be sent home and directed to return to work in proper attire. Such time spent away from work will not be compensated; and,
 - c. Failure to adhere to this dress code may result in disciplinary action, up to and including termination.

I. 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.

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This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the Director.



Brett Peterson, Director
Division of Juvenile Justice Services

5/3/2019
Signature Date
