

YOUTH SERVICES POLICY

Title: Central Office Dress Code Next Annual Review Date: 11/19/2017	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.56
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References: YS Policy No. A.2.15 "Dress Code - Facility and Community Services"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 11/19/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the "Dress Code" for YS Central Office (CO) employees.

III. APPLICABILITY:

All employees at YS CO, including part-time employees and student workers.

IV. DEFINITION:

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, and their support staff.

V. POLICY:

It is Deputy Secretary's policy that employee attire during work hours and work-related activities shall be appropriate to the duties and content of the position, to the safety of the employee and other individuals, and to the probability of public contact. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of YS. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is a personal choice by the employee, the employee's supervisor shall make the final decision whether the attire is appropriate for the work environment.

Because of working in close proximity to co-workers, employees shall also be considerate of their co-workers when applying perfumes, colognes, and after-shave lotions, and should also limit the use of fragrances (e.g., hand lotions, potpourris, air fresheners, etc.) within the workplace.

VI. DRESS/APPEARANCE CODE:

- A. Employees should always present themselves in a neat and clean manner.
- B. When representing the agency in a meeting, at a court appearance, etc., employees should dress in professional attire as appropriate.
- C. Appropriate work clothing consists of:
 - 1. Blouses, shirts, sweaters, and other top garments that are not too tight, too low cut or revealing;
 - 2. Sleeveless shells or dressy tank tops worn under jackets or sweaters;
 - 3. Slacks or pants which are not too tight, revealing or worn too low;
 - 4. Capri pants that reach mid-calf;
 - 5. Professional length dresses/skirts; and
 - 6. Jeans in good condition, not torn, faded or ripped, and tennis shoes on Fridays, the day before a holiday, or specified "casual dress" days.
- D. Inappropriate work clothing consists of:
 - 1. Short dresses/skirts, mini-skirts, mini-skorts, shorts or short capris, leggings;
 - 2. Halter tops, backless tops, tube tops, camisole type T-shirts, tank tops or muscle shirts, and spaghetti strap or strapless blouses (refer to Section VI.C.2 above);
 - 3. Clothing with inappropriate language (obscenities) or pictures;

4. Rubber flip flops, beach type shoes, and/or Crocs, slippers;
 5. Sweatshirts, sweatpants, wind suits and wind pants, scrubs; and
 6. T-shirts, with the exception of OJJ issued t-shirts and agency related professional organizations, i.e. ACA, CAMA, etc., which may be worn on Fridays and other days as approved by the Deputy Secretary.
- E. Identification (ID) cards - Agency issued ID cards shall be on or within the vicinity of your person at all times. The card shall include the employee's photograph and name. No pins or stickers shall be attached to the card. The ID card shall be prominently displayed when on your person. Badges and ID cards shall only be used in the performance of official duties.
- F. Visible body piercings (nose, tongue, lip, eyebrow, etc.), other than earrings are not permitted.
- G. Exposure of offensive tattoos is prohibited.
- H. Mustaches and Beards shall be neatly trimmed.

CO employees visiting facilities or regional offices should refer to YS Policy No. A.2.15 "Dress Code – Facility and Community Services" and abide by the established restrictions to the fullest extent possible.

VII. RESTRICTIONS:

YS employees shall not purchase, consume, possess any alcoholic beverages, nor loiter at any establishment serving alcoholic beverages while wearing clothing displaying the agency's name/emblem.

VIII. EXCEPTIONS:

The Deputy Secretary may grant an exception to any provision of this policy, provided such exception is not in conflict with Civil Service rules or other pertinent policies/regulations.