

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 16-17	Policy # 3.12
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: OCGA 46-26-6, 46-26-33 DJJ 3.10, 3.13, 3.41, 8.32, 8.35, 9.3	
Chapter 3: PERSONNEL	Effective Date: 12/12/16 Scheduled Review Date: 12/12/17	
Subject: DRESS CODE FOR UNIFORMED STAFF	Replaces Policy Dated: 11/12/14 Office of Human Resources	
Attachments:  A – Uniform Action Form  B – Uniform Sizing Sheet  C – Made to Measure Sizing Form  D - Uniform Grid	APPROVED:  _____  Avery D. Niles, Commissioner	

**I. POLICY:**

Department of Juvenile Justice uniformed staff shall present a professional, business-like image and maintain the highest level of personal grooming and hygiene at all times. Uniformed staff shall wear a Department-issued uniform while performing official duties of the Department.

**II. DEFINITIONS:**

**Uniform Coordinator:** The individual at a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC), or Division of Community Services who has been assigned the responsibility of uniform coordination with the Department Warehouse. Responsibilities include measuring staff, submitting uniform orders, recouping uniforms from departing employees and shipping used uniforms to the Department Warehouse.

**Uniformed Staff:** Juvenile Correctional Officers (JCOs), Recreation Staff, Community Services (HITS, JPM and JPPS) and Special Operation Staff, Investigation, Training Staff, Maintenance Personnel, Housekeeping Personnel, Food Service Personnel, Intensive Treatment Unit (ITU) Security Staff, and Medical Staff.

**III. PROCEDURES:**

**Some exclusion applies to specific job classes as defined in this policy.**

- A. Uniformed staff will wear Department-issued uniforms while performing official assigned duties. Department employees will not wear any non-issued items of clothing when in uniform, except for undergarments and socks. Department employees will not allow non-employees to wear any article of the Department-issued uniform or its accessories.

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- B. Department employees will not wear any article of the Department-issued uniform or its accessories in any circumstances or at any location that would bring discredit to the Department (See DJJ 3.10, Ethics and Standards of Conduct).
1. Department employees will not purchase, transport or consume alcoholic beverages while in uniform.
  2. Uniformed staff will tuck uniform shirts inside their trousers. Staff may wear a white t-shirt underneath. Staff will not roll up or fold under the sleeves of their uniform, unless working on a detail where damage could occur to the sleeves or it would be dangerous.
  3. Uniformed staff will wear trousers at the waist. Staff will fasten all pockets with fasteners. Employees will be responsible for having their trousers hemmed. Trousers will not be cuffed or bloused with a small break at the toe. Staff will wear trousers with the belt issued by DJJ.
  4. Uniformed staff will wear collar rank insignia (JCO1, JCO2, Lt, and Captain, etc.), name tag, badge, and epaulets (FTO, BMU, etc.). These items will be issued by DJJ Department as a part of the uniform basic issue when applicable.
    - a) The collar rank will be centered on both collars. The center line of the insignia will be one (1) inch from the collar point and will bisect the points of the collar.
    - b) The name tag is worn one-eighth (1/8) inch above and parallel to the top edge of the right breast pocket.
    - c) The badge will be worn on the left breast side of the shirt in the designated stitching.
    - d) Specialized recognition epaulets will be fastened on the shoulder to the shoulder strap.
    - e) Third-party insignia, pins or patches not issued by the Department will not be worn on Department uniforms at any time.
  5. Uniforms must be clean, unwrinkled, appropriately fitted, and in good repair.
  6. Uniformed staff will wear appropriate foundations and/or undergarments while on duty.
  7. Uniformed staff will be responsible for providing their own footwear in accordance with the standards set forth in this policy. All footwear shall have non-scuff soles and heels. Shoes will be clean, buff-shined (if appropriate), and in good repair at all times.

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- a) JCOs will wear solid black, plain shined or cap-toed leather-style shoes, boots or athletic shoes, with a standard solid black sole. (Cloth or canvas shoes are prohibited.) Any insignia or other marking on the shoe must be black. Black, calf length socks will be worn with black shoes.
  - b) Maintenance and housekeeping staff will wear black or brown, leather-style low quarter shoes or boots with black or brown socks.
8. Department-issued caps may only be worn outside. Caps will be worn in a forward direction and will not be tipped forward, backward, or to either side. (Other caps will not be worn.)
  9. In cold weather, uniformed staff may wear a solid black knit cap and/or solid black gloves while outside.
  10. An employee must carry in a visible manner and at all times his or her DJJ-issued photo ID. An employee will wear issued badges in accordance with DJJ 3.41, Issuance of Badges.
  11. Sunglasses, if worn, will be professional in appearance and may not be worn indoors. Fad styles (e.g., multi-colored and mirrored lenses) will be prohibited.
  12. JCOs will be issued safety equipment such as latex gloves and electronic memory buttons.
  13. JCOs are expected to report for duty with a working watch.
  14. Uniformed staff will wear the Department-issued uniform to all off-site meetings or trainings.
- C. Personal Hygiene and Grooming Guidelines:
1. Uniformed staff will practice the highest level of personal hygiene and cleanliness.
  2. Officers may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair- holding devices comply with this policy.
  3. Hairstyles for Males:
    - a) Hairstyles for male officers shall not fall over the eyebrows or extend below the bottom of the uniform shirt collar.
    - b) The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance.

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4. Hairstyles for Females:

  - a) Hairstyles for female officers shall not fall over the eyebrows or extend below the bottom of the uniform shirt collar.
  - b) Hair that falls naturally below the bottom of the uniform collar, to include braids, will be neatly secured, so that there is no free-hanging hair. The use of bobby pins or metal clasps is not allowed.
  - c) Hairstyles that are lopsided or distinctly unbalanced are prohibited.
  - d) Wigs, extensions, hairpieces, or weaves must comply with the grooming policies set forth in this policy, and will maintain the appearance of the employee's natural hair.
5. Sideburns, if worn, will be neatly trimmed with the base and clean-shaven in a horizontal line not extending below the bottom of the earlobe. Sideburns may not be flared.
6. Mustaches, if worn, will be neatly trimmed and will not extend beyond the corner of the mouth, either vertically or horizontally. Handlebar mustaches, goatees, and beards are not authorized.
7. Officers shall be clean-shaven while on duty and are restricted from growing beards of any description. Medical exceptions will be dealt with by the Director on an individual basis. If medically indicated, a beard will be clipper close daily. Medical exceptions will be renewed annually.
8. Uniformed staff, with the exception of food service staff, may wear nail polish that is in keeping with the conservative, professional image of the Department and does not create any health or safety concerns. Fingernails will not have designs or ornaments embedded in them (e.g., rhinestones etc.). JCOs, Nursing Staff, and Food Service Staff will not have fingernails that extend beyond the fingertip and will not wear artificial nails.
9. Cosmetics, if worn, will be understated and blend in with the natural skin color of the employee.
10. Eyelashes must be of a natural color and length and will not contain glitter, rhinestones, or other ornamentation.
11. Uniformed staff may lightly apply fragrances, scented body lotions, oils and similar products. Use of such products must not create a distraction in the workplace.

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12. Jewelry, if worn, must be conservative and must not create a safety hazard or distraction in the workplace.
    - a) Uniformed staff may wear only:
      - i. One watch;
      - ii. Two rings;
      - iii. Necklaces, if they are not visible; and
      - iv. Medical alert bracelets.
    - b) Uniformed staff will not wear earrings while on duty.
  12. Body piercings will not be visible while in uniform.
  13. Uniformed staff will make every effort to ensure that tattoos are not visible while in uniform. Under no circumstances will staff have tattoos visible that contain gang signs, gang symbols/language or foul, derogatory, or offensive language or images.
  14. All supervisors will ensure that staff members adhere to personal hygiene and grooming standards in accordance with this policy. The facility Director may utilize his/her judgment in the interpretation and enforcement of hygiene and grooming standards, within the limits of the policy.
- D. Food Service Staff have the following special rules (See DJJ Policy 9.3, Safety and Sanitation of Food Service).
1. Food service staff will wear the traditional black checkered trousers, white logoed chef top, black apron and black toque.
  2. Food services staff will not wear rings or watches.
  3. Food service staff will not wear nail polish.
  4. Food service staff will not wear false eye lashes.
  5. Food service staff may wear white or black leather-style shoes. (Staff may not wear cloth or canvas shoes). Socks or stockings will match the color of the shoes.
  6. Food service staff will wear hairnets when preparing or serving food.
  7. Uniforms must be neat, clean and unwrinkled.

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E. Nursing staff have the following special rules:

1. Nursing staff may wear regular clothes or a uniform (including scrubs).
2. Nurses who choose not to wear uniforms must comply with DJJ 3.13, Dress Code for Non-Uniformed Staff. Nurses must wear a lab coat over regular clothes.
3. Nurses who choose to wear uniforms may wear traditional nursing uniforms or scrubs. Nurses will be responsible for obtaining uniforms at their own expense.
  - a) Uniforms must be neat, clean and unwrinkled. Nursing staff who choose to wear a V-neck scrub top must wear a crewneck T-shirt or camisole underneath the scrub top.
  - b) Nurses who choose to wear a uniform may wear traditional nursing uniform shoes or closed-toe athletic shoes. Nurses may not wear cloth, canvas, and Crocs-style shoes. Nurses will wear socks or stockings, as appropriate, with shoes.
4. Nursing staff may wear regular clothes or nursing uniforms, including scrubs, to training.
5. Any person who is licensed as a Registered Nurse will identify that he/she is so by displaying either the title "Registered Professional Nurse" or "Registered Nurse" or the abbreviation "RN" on a nametag or other similar form of identification when providing direct patient care.
6. Any person who is licensed as a Practical Nurse will identify that he/she is so by displaying either the title "Licensed Practical Nurse" or the abbreviation "LPN" on a nametag or other similar form of identification when providing direct patient care.

F. Offices of Investigations staff have the following special rules:

1. Office of Investigations staff will wear uniforms as indicated by the Director of Investigations based upon the assignment. When in uniform, staff will adhere to this policy.
2. When not in uniform, Office of Investigations staff must comply with DJJ 3.13, Dress Code for Non-Uniformed Staff.

G. Recreation staff attire will comply with the following guidelines:

1. Clothing should not be torn, or appear excessively worn, shabby, or dirty.

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2. All clothing should fit properly (i.e. not be too tight or so loose or baggy that undergarments or skin are visible when moving around or bending) and shirts must be tucked in at all times.
  3. Collared polo shirt with the Department/Division logo embroidered over the left breast (will be provided by DJJ).
  4. Khaki or dark color cargo shorts 1 inch above the knee or longer.
  5. Khaki pants, solid color referee pants, khaki or solid color coaches slacks (no elastic waist or draw string pants or draw string shorts are permitted).
  6. Capris are permitted for female staff. (Spandex material or form fitting clothing is not permitted).
  7. Department issued ID badge to be worn at all times.
  8. Clean, dark, solid color, closed toe athletic or walking shoes and socks must be worn at all times. (No excessively large brand logos permitted).
  9. During cold weather, staff members are permitted to wear long-sleeves under the required staff shirt to allow department logo and ID to be visible at all times.
- H. Special Operations staff (SERT and SMRT) has special rules outlined within policies DJJ 8.32, SERT, and DJJ 8.35, SMRT.
- I. Intensive Treatment Unit (ITU) staff members have the following special rules:
1. ITU staff members will wear Department-issued uniforms while performing work duties.
  2. The ITU uniform will consist of department issued:
    - a) Tactical pants;
    - b) Green polo shirt;
    - c) Black boots; and
    - d) Duty belt.
  3. Uniforms must be neat, clean, unwrinkled, and in good repair.
  4. Staff will **not** wear the metal collar rank, name tag or badge.
    - a) The polo shirt will have a badge embroidered signifying rank.

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J. Community Services High Intensity Teams (HITS) staff members have the following special rules:

1. HITS members will wear Department-issued uniforms while performing work duties unless attending scheduled court hearings.
  - a) When attending scheduled court hearings, High Intensity Team (HITS) members will either be in uniform or comply with DJJ 3.13, Dress Code for Non-Uniformed Staff.
2. The HITS uniform will consist of department issued:
  - a) Tactical pants.
  - b) Navy tactical shirt.
  - c) Black calf length socks.
  - d) Black boots.
  - e) Duty belt.
3. Uniforms must be neat, clean, unwrinkled, and in good repair.
4. Staff may wear a blue polo-style shirt in place of a tactical shirt when performing non-HITS duties (e.g. District/Regional meetings, non-POST related trainings, etc.).
5. JPMs who supervise both HITS and non-HITS staff will wear the department issued uniform based on job duties for the day.
6. The HITS Program Assistant will dress in accordance with DJJ 3.13, Dress Code for Non-Uniformed Staff, as they are excluded from uniform requirements.
7. Staff will adhere to the personal hygiene and grooming guidelines stated in DJJ 3.13, Dress Code for Non-Uniformed staff, even when dressed in the HITS uniform.

K. Community Services non-HITS staff members have the following special rules:

1. When a JPPS's or JPM's work duty for the day primarily consists of his/her being in the field conducting home visits, school visits, transports, etc. (not court or other community meetings), he or she will be dressed in the Community Services uniform.

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2. The Community Services uniform consists of:
  - a) Khaki slacks/trousers;
  - b) Black collared polo with the Department logo;
  - c) Black calf length socks;
  - d) Black leather flat shoes or boots; and
  - e) Black belt.
3. Uniforms must be neat, clean, unwrinkled, and in good repair.
4. When not in uniform, staff must comply with DJJ 3.13, Dress Code for Non-Uniformed Staff.
5. Staff may wear regular clothes or the Community Services uniform to training unless the DJJ Office of Training specifies that staff must dress in uniform (e.g. Basic Community Services Officer Training, Field Training Officer Program, etc.).
6. Staff will adhere to the personal hygiene and grooming guidelines stated in DJJ 3.13, Dress Code for Non-Uniformed staff, even when dressed in the Community Services uniform.

L. Uniform Issuance:

1. Each facility Director will designate a Uniform Coordinator for that facility.
2. The facility Director will submit the name, email address and phone number of the Uniform Coordinator to the Department warehouse.
3. The Uniform Coordinator will use the Uniform Action Form (Attachment A) to order uniforms. The Coordinator will submit the form to the Department warehouse along with a Uniform Sizing Sheet (Attachment B). The Coordinator will submit the Made-to-Measure Sizing Form (Attachment C) for employees who require non-standard size uniforms. (Employees may report to Department warehouse for sizing and uniform pick-up, after scheduling an appointment with the warehouse manager).
4. Employees are responsible for keeping the uniform neat and clean.
5. New employees will receive uniforms as listed in the Uniform Grid (Attachment D) based on the style of uniform designated for the facility.

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6. When an employee receives a uniform, the employee must sign the Uniform Action Form (Attachment A), which will indicate the cost of each item issued. The original, signed forms will be retained by the facility. The Uniform Coordinator will send a copy of the form to the Department warehouse.
  7. The Uniform Coordinator will only request replacement uniforms for uniforms that have become excessively worn or no longer fit. Replacement uniforms will be issued on a direct exchange basis from available used uniform stock.
  8. The Department warehouse will maintain a record of all uniform issues by employee name and employee ID number.
- M. Employees will immediately report the loss, theft, or damage of any uniform item to his/her immediate supervisor who will report it to the Uniform Coordinator. The Uniform Coordinator will submit the Uniform Action Form (Attachment A) to the Department warehouse to order replacement uniforms.
- N. Employees will pay for lost items or uniforms damaged outside the line of duty.
- O. Employees must return all uniforms and equipment prior to terminating employment with the Department. Employees who are terminated by the Department must return all uniforms and equipment within 5 business days.
1. Employees who fail to return all issued uniforms are responsible for the cost indicated on the Uniform Action Form for all missing uniform items. The Office of Human Resources may deduct the cost of the uniform from the employee's final paycheck or terminal leave pay. The Uniform Coordinator will notify the local human resources representative if uniform items are not returned. The local human resources representative will notify the Office of Human Resources Payroll Manager of the amount to deduct from the employee's paycheck.
  2. The Uniform Coordinator will return departing employees' uniforms to the Department warehouse as soon as possible. The Uniform Coordinator will not re-issue the departing employee's uniforms to another employee.
- P. Supervisory staff will enforce the dress code for uniformed staff. If an employee violates this policy, the supervisor will inform the employee of the violation and instruct the employee on how to resolve the violation. If necessary, the supervisor will instruct the employee to return home to dress appropriately before returning to the work site.
1. If a supervisor sends an employee home to change clothing to meet the correct dress standard, time absent from work may be handled through one of the following actions, subject to supervisory approval:

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- a) The employee may be allowed to make up the time lost from work provided that the time must be made up within the seven-day work period; or
  - b) The supervisor may place the employee on leave without pay for the period of absence.
2. An employee who is repeatedly sent home for inappropriate dress is subject to disciplinary action, up to and including dismissal.
- Q. An employee may request an exception from this policy due to health and/or religious reasons. The Facility Director and/or the District Director will review and decide requests for exceptions in consultation with the Office of Legal Services. Exceptions will be renewed annually.
- 1. If an employee seeks an exception for health reasons, the employee must provide appropriate documentation from his/her health care provider. The Director will place this documentation in the employee's medical record, which is maintained separately from the employee's personnel record.
  - 2. If an employee seeks an exception for religious reasons, the employee must provide sufficient information for the Director to make a decision.
  - 3. If the Facility Director approves a deviation from the standard uniform clothing, the alternate garments will be in the same color scheme as the standard uniform and the employee's will pay for the alternate garments.
  - 4. The Director will annually review all uniform and grooming exceptions to determine if the exceptions remain appropriate.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**