

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-12	Policy #: 3.13
Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities	Related Standards & References: DJJ 3.12, 3.21	
Chapter 3: PERSONNEL	Effective Date: 11/30/17 Scheduled Review Date: 11/30/18	
Subject: DRESS CODE FOR NON-UNIFORMED STAFF	Replaces: 10/20/14 Human Resources	
Attachments: None	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice non-uniformed employees shall present a professional appearance and maintain the highest level of personal grooming and hygiene at all times. Employees shall refrain from wearing clothing that detracts from the Department's mission and public image, regardless of work setting. In general, employees shall dress in a manner that is typically acceptable in conservative business environments.

II. DEFINITIONS:

General Public: Representatives of other state offices/agencies, other government entities (county or city), and the business community and other organizations, judicial officials, youth and their families, contractors, etc.

Non-Uniformed Staff: Persons employed by the Department in full-time or part-time work that does not require them to wear agency-issued items of clothing, insignia, or other distinguishing attire in performance of assigned duty.

III. PROCEDURES:

- A. Non-uniformed staff will consider the professional and conservative nature of their work environment when considering their work attire, which must reflect a positive professional image.
- B. Employees will choose the appropriate attire (duty, business, court, alternative, or casual), subject to supervisory review, within the guidelines of this policy.
- C. When in uniform, Community Service staff will comply with DJJ 3.12, Dress Code for Uniformed Staff.

Chapter	Subject	Policy #	Page
PERSONNEL	DRESS CODE FOR NON-UNIFORMED STAFF	3.13	2 of 8

D. Duty Attire:

1. Duty attire, at a minimum, will be worn when:

- a) Conducting official business;
- b) Attending training; or
- c) Attending Department sponsored activities other than those described in Sections D or E below (when business or court attire would be required).

2. Examples of duty attire include:

- a) Khaki or dark colored dress slacks/trousers or skirts/dresses (no denim material or military style trousers) (skirt/dress lengths will be no more than 2 inches above the front and back of the knee);
- b) Button up style dress shirt, with or without tie, turtleneck or mock-turtleneck;
- c) Blouse;
- d) Collared polo or button up style shirt with the Department/Division logo embroidered over the left breast;
- e) Sweater (cardigan, crewneck or vest);
- f) Dress shoes with socks; and
- g) Dress sandals or flats with or without hosiery (females).

E. Business Attire:

1. Business attire will be worn when:

- a) Speaking before a public gathering for the purposes of representing the Department; and
- b) Attending meetings outside of the Department or with non-DJJ staff (community collaborative meetings, etc.).

2. Examples of business attire for male employees include:

- a) Traditional suit;
- b) Dress slacks, with or without jacket;

Chapter	Subject	Policy #	Page
PERSONNEL	DRESS CODE FOR NON-UNIFORMED STAFF	3.13	3 of 8

- c) Long or short sleeve dress shirt with collar and tie; and
- d) Dress shoes, with socks.

3. Examples of business attire for female employees include:

- a) Traditional suit, with skirt or slacks;
- b) Dress, with or without jacket or cardigan sweater. (Sleeveless dresses must be accompanied by a jacket or cardigan sweater.);
- c) Skirt or dress slacks with a blouse, sweater, and/or jacket (skirt/dress lengths will be no more than 2 inches above the front and back of the knee); and
- d) Dress shoes, (with or without hosiery, dress sandals, peep-toed dress shoes are allowed.

F. Court Attire:

1. Court attire will be worn when attending any judicial proceeding, hearing or meeting. All court room dress codes as specified by individual court jurisdictions will be followed.

2. Examples of court attire for male employees include:

- a) Traditional suit;
- b) Dress slacks, with jacket;
- c) Long or short sleeve dress shirt with collar and tie; and
- d) Dress shoes, with socks.

3. Examples of court attire for female employees include:

- a) Traditional suit, with skirt or slacks (skirt/dress lengths will be no more than 2 inches above the front and back of the knee);
- b) Dress, with or without jacket or cardigan sweater. (Sleeveless dresses must be accompanied by a jacket or cardigan sweater);
- c) Skirt or dress slacks with a blouse, sweater, and/or jacket; and
- d) Closed toe or peep-toed dress shoes, (with or without hosiery).

Chapter	Subject	Policy #	Page
PERSONNEL	DRESS CODE FOR NON-UNIFORMED STAFF	3.13	4 of 8

G. Alternative Attire:

1. Alternative attire may be worn when an employee has supervisory approval, limited contact with the public, and participates in work-related activities that involve physical labor such as recreation supervision, training exercises, computer set-ups, etc.
2. Employees performing general work duties in the office that do not require physical labor will be required to wear duty attire.
3. Examples of alternative attire include:
 - a) Collared polo or button up style shirt with the Department/Division logo embroidered over the left breast;
 - b) Button-down or sports shirts with collars, without ties;
 - c) Sweaters;
 - d) Casual dress slacks/pants;
 - e) Denim jeans (with prior approval by the supervisor or Office of Training during training activities) for outdoor recreational events/training programs or other activities that necessitate durable non-dress apparel;
 - f) Relaxed, casual dresses or skirts (skirt/dress lengths will be no more than 2 inches above the front and back of the knee); and
 - g) Loafers, deck shoes, hiking shoes/boots with socks, flat casual shoes or dress sandals.
4. Each Division/Office will maintain a list of staff specifically authorized to wear alternative attire.

H. Casual Attire:

1. Employees may wear casual attire on Fridays throughout the Department. (Other days will not be substituted if the employee is unable to participate on Friday.)
2. Employee participation is voluntary and secondary to the execution of the Department's mission.
3. Assigned duties and responsibilities will take priority over participation in casual day(s). Employees scheduled to attend or participate in court, meetings outside the Department or with representatives of other state agencies or the public, or other

Chapter	Subject	Policy #	Page
PERSONNEL	DRESS CODE FOR NON-UNIFORMED STAFF	3.13	5 of 8

related professional activities on a designated casual day must dress in appropriate business or court attire as outlined in Sections D and E above.

4. Staff who may be called upon to represent the agency without prior notice must have business and/or court attire available in the office.
5. On casual days, employees may dress in more relaxed attire, but must still present a neat, clean, professional appearance. The employee must exercise good taste and judgment at all times. General questions concerning appropriate casual day attire will be directed to the employee's immediate supervisor.
6. Examples of casual attire for male employees include:
 - a) Polo-style shirts, with or without Department/Division logo;
 - b) Button up style shirt, with or without tie, turtleneck or mock-turtleneck;
 - c) Sweaters;
 - d) Casual dress slacks/pants, excluding denim; or
 - e) Loafers, deck shoes, or hiking shoes/boots with sock.
7. Examples of casual attire for female employees include:
 - a) Polo-style shirts, with or without Department/Division logo;
 - b) Button up style shirt, turtleneck or mock-turtleneck;
 - c) Sweaters;
 - d) Casual dress slacks/pants, excluding denim;
 - e) Casual dresses or skirts (skirt/dress lengths will be no more than 2 inches above the front and back of the knee), excluding denim;
 - f) Capri and cropped pants, excluding denim; or
 - g) Loafers, deck shoes, hiking shoes/boots with socks, flat casual shoes or dress sandals.
8. The Commissioner, Assistant Commissioner, Deputy Commissioner or designee may revoke casual day, in whole or in part, for work units under his/her span of control, if the level of professionalism and/or productivity decreases, or if the workplace is negatively impacted by casual day.

Chapter	Subject	Policy #	Page
PERSONNEL	DRESS CODE FOR NON-UNIFORMED STAFF	3.13	6 of 8

I. Personal Hygiene and Grooming Guidelines:

1. Hair will be clean, combed and neatly trimmed or styled. The hairstyle should be appropriate to the work setting and should not interfere with the work to be performed, create a safety hazard, or cause distractions in the work place.
2. Sideburns, moustaches, and beards will be neatly trimmed.
3. Body piercings (with the exception of earrings worn in the ear) will not be visible.
4. Under no circumstances will staff have tattoos visible that contain gang signs, gang symbols/language or foul, derogatory, or offensive language or images.
5. Employees will not have fingernails that extend more than one half inch beyond the fingertip.
6. Eyelashes must be of a natural color and length and will not contain glitter, rhinestones, or other ornamentation.
7. Employees who choose to use cosmetics and fragrances will do so conservatively so as not to create distractions in the workplace.
8. Jewelry and other accessories will be appropriate for the work setting and not create a safety hazard or cause other distractions.

J. Shirts bearing the Department/Division logo will not be worn when:

1. Performing duties of other employment, if applicable;
2. Attending social or athletic events held off Department property that are not officially sponsored by the Department;
3. When purchasing or transporting alcoholic beverages or other intoxicants; and
4. When consuming alcoholic beverages or other intoxicants in public establishments.

K. Hat or caps may be worn outdoors during the course of job-related activities/work assignments. In outdoor settings, hats or caps cannot be excessively worn or ragged. Caps or hats must be worn upright on the head and not cocked or turned.

L. In keeping with the Department's desire to present a positive, professional appearance, certain types of clothing will be unacceptable at any time, including as part of casual attire. Examples of prohibited clothing include, but are not limited to the following:

1. Jeans and other denim clothing (except as part of alternative attire worn as described above);

Chapter	Subject	Policy #	Page
PERSONNEL	DRESS CODE FOR NON-UNIFORMED STAFF	3.13	7 of 8

2. Casual t-shirts with or without writing (T-shirts without writing are permitted if worn with a suit ensemble or covered by a business jacket);
 3. Revealing shirts, blouses, skirts, slacks or dresses;
 4. Halter tops, tank tops, bare midriff tops, or spaghetti-strapped tops (Modest tank tops are permitted if worn with a sweater, suit ensemble or covered by a business jacket);
 5. Extremely short skirts or dresses;
 6. Skorts (combination shorts and skirts), short shorts, jogging shorts, or gym shorts;
 7. Off-the-waist or hip-hugger pants of any type;
 8. Clothing that is stained, torn, or excessively worn or faded;
 9. Tight fitting clothing, including leggings or stirrup pants;
 10. Extremely loose-fitting (baggy) clothing;
 11. Jogging suits, wind suits, sweat pants, sweat shirts or other athletic apparel;
 12. Any clothing item or style than may be typically associated with gangs; and
 13. Hats, caps, and head coverings worn indoors, and Tennis or athletic shoes, work boots, flip-flops (including Crocs-style shoes), house shoes, bedroom shoes, or shower shoes. Sturdy/protective boots may only be worn in conjunction with job-related outdoor work assignments or in times of inclement weather. (Note: Medical services staff may wear traditional white nursing uniform shoes or solid white leather-style athletic shoes.)
- M. When an employee is in doubt about attire, he/she should consult his/her immediate supervisor.
- N. An employee who fails to comply with dress code guidelines may be subject to disciplinary action. The employee will be counseled on the policy violation and, if necessary, sent home to dress appropriately for the workplace. If an employee is sent home due to his/her failure to comply with the dress code, the time absent from work may be accounted for as follows:
1. The employee may be allowed to make up the time lost from work, provided that all time is made up during the same work period that the time was lost;

Chapter	Subject	Policy #	Page
PERSONNEL	DRESS CODE FOR NON-UNIFORMED STAFF	3.13	8 of 8

- 2. The employee, with supervisory approval, may charge the absence to accrued annual leave, personal leave, state compensatory time or, if applicable, Fair Labor Standards Act Compensatory Time; or
- 3. The employee may be placed on leave without pay if none of these options are available.
- O. Exceptions to the dress code policy for medical or religious reasons may be addressed in accordance with DJJ 3.21, Americans with Disabilities, and 3.20, Non-Discrimination in the Workplace.
- P. This policy establishes dress code guidelines, but does not attempt to address every potential issue. Supervisors will be responsible for enforcing the dress code policy. Questions concerning dress code will be directed to the Director of Human Resources or designee.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO