

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-15	Policy # 10.4
Applicability: { } All DJJ Staff {x} Administration (Transportation Unit) { } Community Services { } Secure Facilities	Related Standards & References:	
Chapter 10: TRANSPORTATION UNIT	Effective Date: 9/15/12 Scheduled Review Date: 9/15/14	
Subject: DRESS CODE FOR TRANSPORTATION UNIT UNIFORMED STAFF	APPROVED:	
Attachments: None.	 <hr/> L. Gale Buckner, Commissioner	

I. POLICY:

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

II. DEFINITIONS:

None.

III. PROCEDURES:

A. Transportation Unit uniformed staff will wear all parts of the Department-issued uniform and equipment while performing official assigned duties. Department employees will not wear any non-issued items of clothing when in uniform, except for undergarments, socks and black boots. Department employees will not allow non-employees to wear any article of the Department-issued uniform or its accessories.

1. The Department-issued uniform will appear clean, unwrinkled, appropriately fitted, and in good repair.
2. With the exception of traveling to and from work, Department employees will not wear any article of the Department-issued uniform or its accessories when not performing official Department business.
3. Department employees will not purchase, transport or consume alcoholic beverages while in uniform.
4. Transportation Unit uniformed staff will tuck uniform shirts inside the trousers. A black t-shirt may be worn underneath. Transportation staff will not roll up or under the sleeves of the uniform, unless working on a detail where the sleeves could be damaged or present a danger.

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5. Transportation Unit uniformed staff will wear trousers at the waist. Pockets with fasteners will be fastened. Trousers will be bloused. Trousers will be worn with the belt issued. Supervisors may wear a black leather belt when conducting administrative duties and not supervising youth.
6. Appropriate foundations and/or undergarments will be worn while on duty.
7. Transportation Unit uniformed staff will be responsible for providing their own boots in accordance with the standards set forth in this policy. All boots will be black in color and constructed with non-scuff soles and heels. Boots will be clean, buff-shined (if appropriate), and in good repair at all times.
 - a. Transportation Unit uniformed staff will wear solid black, 6-8 inch law enforcement style boot. Boots will not have steel toes. Boots will not have any insignia or other marking.
 - b. Black, calf length socks will be worn with black boots. White socks may be worn under the black socks if the white socks are not visible to the eye.
8. In cold weather, staff may wear a solid black sock cap and/or solid black gloves while outside.
9. DJJ identification badges will be in the employee's possession at all times,
10. Employees are prohibited from wearing third-party insignia, pins or patches not issued by the Department on Department uniforms at any time.
11. Sunglasses, if worn, will be professional in appearance and may not be worn indoors. Fad styles (e.g., multi-colored and mirrored lenses) are prohibited.
12. Transportation Unit uniformed staff will report for duty with a working watch.
13. The Officer's Transportation Captain and Lieutenant's rank will be worn on the right and left epaulet of the uniform, centered one inch from the outside of the epaulet, with the bars positioned horizontally. (Lieutenant and Captain's rank will be silver in color.) A silver lanyard will be worn on right side of the uniform through the epaulet down to right pocket.
14. The Officer's nameplates will be worn on the right pocket of the uniform shirt in line with the top seam and centered on the flap.
15. One set of handcuffs with a black case will be worn on the belt on the weak side. Handcuffs will not be worn outside the case.
16. A flashlight with a black holder will be worn on the strong hand side.

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17. Officers may remove the duty belt while driving, but must put it on when outside of the vehicle.
18. Transportation Unit uniformed staff will wear the Department-issued uniform to all off-site meetings or trainings.

B. Personal Hygiene and Grooming Guidelines:

1. Transportation Unit uniformed staff will practice the highest level of personal hygiene and cleanliness.

{Updated by Directive #12-17 on 9/28/12}

2. Hairstyles will be appropriate to the work setting. The hair shall be neatly groomed. More specific guidelines for hairstyles may be required of employees in select jobs.
3. Unnatural hair colors, spray-on color, glitter, and other similar substances in the hair, to include writing, are prohibited.
4. The hairstyle shall not fall over the eyebrows.
5. Hair that falls below the bottom of the uniform collar will be neatly and inconspicuously fastened or pinned, so that there is no free-hanging hair. Hairstyles should not extend beyond two inches from the scalp. If required to wear a hat/cap, it must sit on the head appropriately.
6. Hair accessories and/or ornaments will be conservative and must not be conspicuous. Hairstyles that are distinctly unbalanced are prohibited. Any wigs, extensions, hairpieces, or weaves must comply with the grooming policies set forth in this policy.

~~C. Hairstyles will be appropriate to the work setting. Hair accessories and/or ornaments will be conservative and must not be conspicuous. More specific guidelines for hairstyles may be required of employees in select jobs. Hairstyles expressly prohibited include:~~

- ~~• Those that interfere with the work to be performed, create a safety hazard or cause distraction in the workplace;~~
- ~~• Fad hairstyles, e.g., Mohawks and writing in the hair; and~~
- ~~• Unnatural hair colors, spray-on color, glitter, and other similar substances in the hair.~~

~~D. Hairstyles for Males:~~

- ~~a. The hair on top of the head shall be neatly groomed.~~

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- ~~b. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance.~~
- ~~c. When combed the hair shall not fall over the ears or eyebrows.~~
- ~~d. Hair on the sides and back of the head shall present a tapered appearance and shall not touch the collar except for the closely cut hair at the back of the neck. A tapered appearance is one where the outline of the employee's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck.~~
- ~~e. Males are not authorized to wear braids, cornrows, or dreadlocks (twisted, matted, individual parts of hair) while in uniform or in civilian clothes on duty.~~

~~E. 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 should not extend beyond two inches from the left and right sides of the head; ear lobes should be exposed. If required to wear a hat/cap, it must sit on the head appropriately.~~
- ~~c. Long hair that falls naturally below the bottom of the uniform collar, to include braids, will be neatly and inconspicuously fastened or pinned, so that there is no free hanging hair.~~
- ~~d. Females 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.~~
- ~~e. Dreadlocks (twisted, matted individual parts of hair) are prohibited while in uniform or in civilian clothes on duty.~~

~~F. Hairstyles that are lopsided or distinctly unbalanced are prohibited. Ponytails, pigtails, or braids that are not secured to the head, widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual's natural hair. Additionally, any wigs, extensions, hairpieces, or weaves must comply with the grooming policies set forth in this policy.~~

G. 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.

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- H. 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.
- I. Transportation Unit uniformed staff 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.
- J. Transportation Unit uniformed 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 (i.e. rhinestones, etc.). Transportation Unit uniformed staff will not have fingernails that extend beyond the fingertip and will not wear artificial nails.
- K. Cosmetics, if worn, will be understated and blend in with the natural color of the skin.
- L. Eyelashes must be of a natural color and length and will not contain glitter, rhinestones, or other ornamentation.
- M. Transportation Unit uniformed staff must lightly apply fragrances, scented body lotions, oils and similar products. Use of such products must not create a distraction in the workplace.
- N. Jewelry, if worn, must be conservative and must not create a safety hazard or distraction in the workplace.
- a. Uniformed staff may wear only:
 - One watch;
 - Two rings;
 - Necklaces, if they are not visible; and
 - Medical alert bracelets.
 - b. Uniformed staff will not wear earrings.
- O. Body piercings will not be visible while in uniform.
- P. Uniformed employees 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.
- Q. All supervisors will ensure that staff adhere to personal hygiene and grooming standards in accordance with this policy. The Transportation Unit Captain may utilize his/her judgment in the interpretation and enforcement of hygiene and grooming standards, within the limits of the policy.

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R. Uniform Ordering:

1. The Transportation Unit Captain will ensure uniforms and equipment are ordered from a Department-approved vendor.
2. Uniforms will be ordered within 30 days of a new officer's hire date.
3. Uniforms will be issued as follows:

	Trousers	Shirt	Belt	Jacket	Sweater	Raincoat
Transportation Unit Officers & Lieutenants	5 pair gray BDUs	5 (Midnight Blue)	2 (black, inner and outer)	1 bomber, Midnight Blue	1 (Midnight Blue)	1

4. The following items will be issued:
 - Handcuffs, with key and case;
 - Flashlight, with case;
 - Department-issued cellular phone, with clip;
 - Name plate;
 - Badge;
 - Department-issued picture identification;
 - Department-issued Locator Card; and
 - Rank insignia, for supervisors.

S. Uniform Replacement:

1. Pending budgetary approval, officers may request replacement of two uniforms every year.
2. Any items that are damaged during the performance of their assigned duties will be replaced at the supervisor's request.

T. Used uniforms will be disposed of by the Department in a secure manner.

U. Employees will immediately report the loss, theft, or damage of any uniform item to his/her immediate supervisor who will report it to the Transportation Unit Captain.

V. Employees must return all uniforms and Department-issued equipment prior to terminating employment with the Department.

H. 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

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the employee on how to resolve the violation. If necessary, the employee will be instructed 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:
 - 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
 - The supervisor may place the employee on leave without pay for the period of absence if none of the above options is available.
 2. An employee who is repeatedly sent home for inappropriate dress is subject to disciplinary action up to and including dismissal.
- I. An employee may request an exception to this policy due to health and/or religious reasons. The Transportation Unit Captain will review and approve requests for exceptions in consultation with the Office of Legal Services.
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. The Transportation Unit Captain may approve a deviation from the standard uniform clothing. The approved alternate dress uniform will consist of a polo shirt with the DJJ insignia and khaki pants. Alternate dress uniform will not be provided by the Department.
 3. The Transportation Unit Captain will review annually the uniform and grooming exceptions to determine if the exceptions remain appropriate.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO