

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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DRESS CODE		
<p>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.</p> <p><i>Related Policies, Applicable Standards, Statutes: DHHS Policy 02-19 Hybrid Work</i></p>		
Original Effective: December 5, 2003	Revision: July 15, 2024	Next Review Due: July 16, 2027

I. DESCRIPTION

This policy describes how division staff shall maintain a professional appearance in dress, hygiene, and grooming appropriate for their specific work assignments and duties.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Protected Hairstyle:** A hairstyle historically associated with hair texture or type, including but not limited to, braids, locks, afros, curls, and twists.

III. POLICY

- A. 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. Additional standards must be clearly defined in program operations manuals.
- B. General Standards of Dress and Appearance
 - 1. Clothes shall be clean, in good condition, without profanity, and shall not depict violence, gangs,

- drugs, be of a sexually explicit nature, or otherwise deemed not appropriate.
2. To present a professional image, dresses, skirts, and shorts shall be no more than two inches above the wearer's knee; Examples of clothing not permitted include see-through clothing and low cut or bare midriff shirts or blouses. Pants and shorts shall not sag and underwear shall not be visible.
 3. Hair must be clean and maintained in a professional appearance.
 4. Protected hairstyles are professional and work appropriate.
 5. Footwear shall be appropriate for the assigned work location:
 - a) Flip-flops or shower sandals are not permitted; and
 - b) Footwear for staff working on a residential unit shall:
 - 1) Be a sturdy athletic shoe that has tread, and the ability to be fitted to stay on the foot during a physical intervention;
 - 2) Be close-toed;
 - 3) Not hinder mobility or the ability to respond during a physical intervention (large heels, platforms, slick soles or open toes are prohibited).
 6. Jewelry shall be consistent with a professional appearance and meet expectations that consider safety and security for the assigned work location.
 - a) In order to promote staff safety during physical interventions, staff working on a residential unit providing direct care shall not:
 - 1) Have open ear gauges that exceed size 18. If ears are currently gauged and larger than size 18, plug gauges are required at work; and
 - 2) Wear large earrings.
 7. Body art or tattoos that depict violence, profanity, are gang related, are of a sexually explicit nature, or are deemed workplace inappropriate shall not be visible.
 8. Sunglasses, hats, beanies, or hoods shall be professional in appearance and consistent with the assigned work location.
 - a) Sunglasses, hats, beanies or hoods may not be worn indoors.
 - b) Hats, beanies, and 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 may not be

worn when outside on the grounds of a facility or program.

- d) Exceptions for safety of maintenance staff, medical conditions, or faith-based practices require approval by the facility APD.

9. Pants and shorts (where permitted) shall be neat in appearance and consistent with the assigned work location.

- a) Pants and shorts shall not sag and underwear shall not be visible.
- b) Shorts may be allowed while working in a residential unit and 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 (e.g., hiking, rope courses), and crisis intervention training.

10. Shirts and blouses shall be professional in appearance and consistent with the assigned work location.

- a) Short and long sleeve shirts, dress-sweaters, and JJYS logo shirts are permitted;
- b) Shirts and blouses shall not depict profanity, violence, gangs, drugs, be of a sexually explicit nature or are otherwise deemed not appropriate by the APD.
- c) Sleeveless dress shirts and blouses must reach the shoulder; and
- d) Tank tops and spaghetti straps are not permitted.

C. Professional Interactions

1. When representing the Division at court or Youth Parole Authority (YPA) hearings (online and in-person), 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.

D. Business Casual Interactions

1. When representing the Division at the Multi Agency State Office Building, virtual meetings, training events, youth and family interactions, meeting with allied agencies, and attending conferences, staff shall present themselves in neat, clean, and business casual attire. Business casual dress standards include:

- a) Collared shirt, sweater;

- b) Pants/slacks, jeans, capris, skirts, dresses; and
- c) Blouses.
- E. Casual Attire is acceptable in all other work settings
 - 1. Casual Attire is acceptable in all other work settings.
Casual dress standards include:
 - a) Short and long sleeve shirts and sweatshirts; and
 - b) Pants, capris, or shorts (minimum, knee length).

IV. PROCEDURE

- A. Special exceptions to this dress code policy must be approved by APD or a member of the Training Bureau.
- B. Supervisors shall ensure staff understand business casual dress requirements.
- C. 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.
- D. Religious and medical accommodations may be approved in advance on an individual basis by the APD.
- E. 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.
- F. Staff determined by their supervisor to be inappropriately dressed may be sent home and directed to return to work in proper attire. Such time spent away from work will not be compensated.
- G. Failure to adhere to this dress code as directed by a supervisor may result in disciplinary action, up to and including termination.

V. Continuous Renewal

This policy shall be reviewed every three years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

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



Brett Petersen, Director Signature
Division of Juvenile Justice & Youth Services

07/15/2024

Date