

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division  <b>POLICY &amp; PROCEDURE</b>	Date Issued:  <b>09/01/2013</b>	Reviewed: <b>11/05/2013</b> By: <b>BTW/MG</b> Last Revision: <b>08/03/2015</b> By: <b>DB</b>	Section:  <b>ADMINISTRATION</b>	Policy No:  <b>005</b>	Pages:  <b>1 of 2</b>
<input checked="" type="checkbox"/> <b>Delinquency and Court  Services Division  Children's Court Services  Network  Purchase of Service Agencies</b>	Effective Date:  <b>08/15/2015</b>	Subject:  <p style="text-align: center;"><b>Dress Code Policy</b></p>			

## I. POLICY

It is the policy of Delinquency and Court Services Division (DCSD) that all DCSD staff dress in a respectful and professional manner when representing Delinquency and Court Services Division. It is the expectation that anyone who does not follow the stated policy will be immediately directed by their Supervisor to change their attire on their own time and progressive discipline may occur.

DCSD staff work with youth and families that have complex needs, where some of the youth have been identified with emotional and behavioral challenges. These youth are at an age where they are extremely impressionable and are seeking adult role models, which the staff of Delinquency and Court Services are for the youth and families. You are not only representing yourself, but also the division with your attire and hygiene practices.

## II. PROCEDURE

### A. General Dress

- a. Clothing must be clean and in good repair (e.g. no holes, rips, tears, etc.) at all times.
- b. Skirts and dress shorts cannot be more than three (3) inches above the knee.
- c. No low rise pants or skirts, or short tops that allow midriffs to be exposed.
- d. No hats or caps and hoods worn indoors.
- e. No gang related apparel.
- f. No sweat suits or gym attire (Team sweatshirts/shirts/t-shirts, etc.).
- g. Clothing must not have offensive language, questionable signs or logos, political endorsing (including buttons or pins attached to the clothing) on them.
- h. No provocative attire (low cut, slung, spaghetti strap, excessively tight, or sheer attire)
- i. No jeggings/leggings without a top that is at least three (3) inches above the knee.
- j. Appropriate undergarments (e.g. underwear, brassiere, undershirts, etc.) are required to ensure a professional appearance, however should not be visible under clothing.

### B. Personal Hygiene/Grooming

Good personal hygiene is required. All DCSD staff must be physically clean, well groomed, and take the necessary steps daily to ensure general body and oral hygiene (bathing, lack of offensive body/mouth and/or cigarette odor, etc.) is appropriate for the work environment.

**C. Court Appearances**

When appearing in Court, Human Services Workers must dress in professional attire. For scheduled court appearances, no denim (jeans) is allowed.

**D. Corrective Action**

**Initial Occurrence/Counsel:**

DCSD staff will have the opportunity to rectify the situation. A counseling session reviewing the DCSD Dress Code policy & procedure with immediate supervisor or management staff not to include any written documentation will ensue with the initial occurrence.\*

**Second Occurrence/First Warning:**

DCSD staff will be sent home to change into appropriate work attire on their own time (vacation/personal day/accrued holiday) and expected to return to work within reasonable time limits. A counseling session reviewing the DCSD Dress Code policy & procedure with immediate supervisor or management staff accompanied by written documentation will ensue with the second occurrence.\*

**Third Occurrence/Final Warning:**

DCSD staff will be sent home without pay for the remainder of the day. A counseling session reviewing the DCSD Dress Code policy & procedure with immediate supervisor and management staff accompanied by written documentation will ensue with a third occurrence and the staff is subject to termination at this point.\*

Supervisor and management staff reserve the right to skip any of the above steps at any time if the DCSD staff is not demonstrating immediate improvement. This will be based on the DCSD staff's willingness (or lack thereof) to comply with the counseling session efforts and policy.

\*Refer to DCSD Policy & Procedure #44: Corrective Action Policy for additional details.

Reviewed & Approved By: \_\_\_\_\_

*B Thomas Wanta*

**B. Thomas Wanta, Division Administrator**