

<p>Milwaukee County Department of Health and Human Services Division of Youth &amp; Family Services</p> <p><b>POLICY &amp; PROCEDURE</b></p>	<p>Original Date Issued: <b>09/01/2013</b></p> <hr/> <p>Last Revision Date: <b>08/15/2015</b></p>	<p>Current Review Date: <b>10/05/2017</b></p> <p>Current Review By: <b>DP</b></p>	<p>Section: <b>ADMINISTRATION</b></p>	<p>Policy No: <b>005</b></p>	<p>Pages: <b>Page 1 of 2</b></p>
<p><input checked="" type="checkbox"/> <b>Division of Youth &amp; Family Services (DYFS)</b></p> <p><input type="checkbox"/> <b>Detention Center</b></p> <p><input type="checkbox"/> <b>DYFS Services Network</b></p> <p><input type="checkbox"/> <b>Purchase of Service Agencies</b></p>	<p>Current Effective Date: <b>01/01/2018</b></p>	<p>Subject:</p> <p style="text-align: center;"><b>DYFS Personal Appearance Policy</b></p>			

## I. Policy

It is the policy of Division of Youth & Family Services (DYFS) that all DYFS staff dress in a respectful and professional manner when representing Division of Youth & Family Services. 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.

DYFS 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 grooming and attire.

## II. Procedure

### A. General Dress

1. Clothing must be clean and in good repair (e.g. no holes, rips, tears, etc.) at all times.
2. Skirts must be at knee length or longer while standing in the front and back.
3. No low rise pants or skirts, or short tops that allow midriffs to be exposed.
4. No baseball caps or hoods are permitted indoors. All other head gear is permitted.
5. Shorts, professional or otherwise are not permitted. Culottes or short pants that are mid-calf or longer are permitted.
6. Sweat suits or gym attire, which includes team sweatshirts/shirts/t-shirts, etc. are not permitted.
7. Dress sandals (including thong sandals) are permitted, however flip flops in line with beach or recreational attire are not permitted.
8. Clothing must not have offensive language, questionable signs or logos, political endorsing (including buttons or pins attached to the clothing) on them.
9. No provocative attire (low cut, low slung, spaghetti strap, excessively tight, or sheer attire).
10. No jeggings/leggings without a top that is at least three (3) inches above the knee in the front and back.
11. Appropriate undergarments (e.g. underwear, brassiere, undershirts, etc.) are required to ensure a professional appearance, however should not be visible under clothing.

### B. Special Circumstances

- ❖ Court Appearances: Any staff required to appear in court shall dress in professional attire, i.e. no blue jeans or head gear (with the exception of religious attire).

- ❖ Home Visiting: Any staff conducting home visits in the community shall maintain professional standards listed above.
- ❖ File/ Store Clerk Staff: Any staff working in the file or store room are not permitted to wear open-toed or high heeled shoes.

### C. Personal Hygiene/Grooming

Good personal hygiene is required. All DYFS 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.

- ✚ Please Note: Per the Milwaukee County Handbook (*Smoke-Free Work Environment*), smoking is prohibited at all Milwaukee County facilities. Individuals wishing to smoke must go outside of the building and respect those entering and exiting the building maintaining the required distance of 30 feet from the door. All odor concerns must be addressed before re-entering the building.

### D. Corrective Action

#### Initial Occurrence/Counsel

DYFS staff will have the opportunity to rectify the situation. A counseling session reviewing the DYFS 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

DYFS 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 DYFS Dress Code policy & procedure with immediate supervisor or management staff accompanied by written documentation will ensue with the second occurrence.\*

#### Third Occurrence/Final Warning

DYFS staff will be sent home without pay for the remainder of the day. A counseling session reviewing the DYFS 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 DYFS staff is not demonstrating immediate improvement. This will be based on the DYFS staff's willingness (or lack thereof) to comply with the counseling session efforts and policy.
- ✚ Any manager and/or supervisor has the authority to address policy violations with any staff at any time during the work day. Notification to the immediate supervisor is required.

*\*Refer to DYFS Policy & Procedure #44, Corrective Action Policy for additional details.*

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

  
Mark Mertens, Division Administrator