



HUMAN RESOURCES

Division: ADMINISTRATION

Chapter: HUMAN
RESOURCES

Policy: HR 9.1 -
PERSONAL
APPEARANCE

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Purpose and Policy

It is the expectation that each employee's dress, grooming, and personal hygiene within the Department of Public Safety should be appropriate to the work situation. Employees are expected at all times to present a professional, businesslike image. Departures from conventional dress or personal grooming and hygiene standards are not permitted. Therefore, this policy has been developed to provide guidelines to managers, supervisors and employees in the Department of Public Safety.

Coverage

This policy covers all Department of Public Safety employees in non-uniformed positions and unless other standards (e.g., safety/security, injuries) apply.

Standards for what is appropriate will vary according to the specific work location and the activity being performed by the employee and whether the employee is uniformed.

General Guidelines

- I. All employees having regular/daily contact with the public should wear business attire.
- II. Any employee meeting with the general public, agency management or representing the agency at an event, e.g., meeting or conference, shall wear business attire unless otherwise specified by the sponsoring organization, agency or Division management. This applies to any location, including the Archdale, Shore Building, Yonkers Road Complex, Hammond Road Complex, where visitors from outside the Department of Public Safety are expected to attend the meeting.

Categories/Descriptions

I. Business Attire includes:

- A. For men: suits, sport coat/slacks, slacks and a dress shirt, and tie.
- B. For women: suits, dresses, pantsuits, dress skirts with dress blouses or sweater sets/dress sweaters, dress cardigan sweaters and dressy gaucho/split skirts.

II. Business casual includes:

- A. For men: slacks, khaki pants, shirts with a traditional or banded collar, golf/polo shirts, turtlenecks/mock turtlenecks, sweaters, sweater vests and blazers.
- B. For women: skirts, blouses, jumpers (with a blouse under), slacks, khaki pants, cropped or Capri pants (no higher than mid-calf), gaucho/split skirts, blazers, sweaters, turtlenecks, collared cotton shirts, hosiery is preferred.

III. Shoes

- A. Shoes should be neat and clean and in good condition.
- B. Dress sandals are acceptable.
- C. No flip flops or athletic shoes.

Note: While employees may wear athletic shoes walking to and from their vehicles, appropriate shoes must be worn once in the office.

IV. Hats and Head Coverings

Hats and caps are not appropriate attire unless 1) part of the uniform or 2) required as part of a work assignment. Head covers that are required for religious purposes or to honor cultural tradition are permitted.

V. The following attire is not appropriate at any time unless the nature of the work assignment or training activity dictates otherwise:

- A. Jeans of any color
- B. Sheer clothing
- C. Skirts or dresses more than one inch above the top of the knee
- D. Sundresses or any dresses with spaghetti straps
- E. Tank tops or tops with spaghetti straps (unless worn underneath another top, such as a sweater that might otherwise be low cut).

- F. Shorts or skorts (a pair of shorts having a flap or panel across the front)
- G. T-shirts with advertisements, screen printing and/or offensive language
- H. Leggings, stirrup pants
- I. Spandex clothing
- J. Halter-tops, cropped shirts or sexually suggestive attire or low cut clothing
- K. Unauthorized baseball hats, stocking hats
- L. Athletic clothing including sweat pants, sweatshirts and work out clothes
- M. Clothing which is frayed, threadbare or has holes

Additional Issues

- I. Hats and stocking caps should be removed upon entering the workplace, unless 1) approved for religious purposes or to honor cultural traditions (see section IV), or 2) required as part of a work assignment.
- II. Cologne/Aftershave/Perfume should be worn in moderation. Please be considerate of other employees who may have allergies or asthma that do not tolerate these scents. Employees should exercise proper hygiene and consider their duties and working environment.

Training

Various training activities may require that employees deviate from the standards set forth in this policy. When a training event authorized by the supervisor requires an alternate dress code, employees are permitted to wear attire appropriate for the class.

Special Activities or Events

Management may allow exceptions to this policy depending on the nature of the activity or event. For example, employees may be allowed to wear casual clothes to include jeans when moving offices. Employees should always obtain prior approval from a manager for such exceptions.

Disciplinary Action

Depending on the nature of the attire and at the discretion of the manager, any employee who fails to meet the standards of this policy may be sent from the work unit to change their attire in order to meet the guidelines set forth in this policy and will be required to use his/her leave for the time away from the work unit. Upon a second incident of failure to comply with this policy, the employee shall be sent to change attire and may be subject to disciplinary action. Further instances of violating the policy will subject the employee to disciplinary action, up to and including dismissal.