

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-3-4

Effective Date: July 1, 2005

Version: 1.0

POLICY TITLE: PROFESSIONAL DRESS

OVERVIEW: DCS staff members represent the State of Indiana and are expected to present a professional appearance at all times. Certain types of dress are inappropriate and will not be tolerated. The dress policy may be relaxed slightly by a **work unit manager** if and when the job duties of the persons working in the unit justify such dress.

I. DEFINITIONS

- a. Majority: 51% or greater.

II. REFERENCES

- a. None.

III. POLICY

- a. DCS staff members are expected to present a professional appearance by wearing appropriate dress at all times.
- b. Inappropriate dress includes, but is not limited to, attire that would normally be considered “leisure” or “recreational” in nature. Examples of inappropriate dress include:
 - i. Pants that are tight and form-fitting such as stretch pants, leggings, spandex bicycle pants, etc.
 - ii. Shorts.
 - iii. Skirts, dresses, or “skorts” that expose the majority of the area between the top of the knee and the hip. This includes clothing that contains slits and splits that produce the same result.
 - iv. Clothing that exposes the majority of the chest or back.
 - v. Clothing with writing or graphics that could be considered offensive, vulgar, or insulting.
 - vi. White undershirts worn as the only layer of clothing.
 - vii. Flip-flops.
 - viii. Clothing that is ripped or soiled.
 - ix. Sweat pants, sweat shirts and sweat suits (this includes fleece).
 - x. Denim jeans.
- c. **Work unit managers** may relax the dress code to include the following items if and when the job duties of the persons working in the unit justify such dress. However, these items are considered inappropriate dress when employees are interacting with the public or having meetings with outside agencies, businesses, and other organizations:
 - i. Denim jeans
 - ii. Sweat suits
- d. **Work unit managers** may designate special dress days in conjunction with fund-raisers and employee performance incentives, such as “crazy hat day.” Such dress

must not interfere with the employee's ability to carry out job duties in a safe and efficient manner.

- e. Employees who are required to perform unusual or unique job duties or have special medical conditions may request special consideration for exceptions to this policy.
- f. All DCS workers that may get called to appear in Juvenile or Family Court on very short notice will keep court-appropriate, professional business attire at the office at all times.

IV. PROCEDURE

- a. Managers and supervisors have the responsibility to assure that all staff members are dressed in accordance with this policy and with job duties.
- b. If an employee is dressed inappropriately, it is the responsibility of the manager or supervisor to present the issue to the employee. The manager or supervisor will inform the employee about why the dress is inappropriate with one other manager or supervisor of the same gender as the employee present. The employee will be advised that he/she may not wear the article(s) of clothing to work again.
- c. An employee that desires to be exempt from the professional dress requirements due to a special medical condition must submit a signed medical statement to his/her supervisor. The statement must include the specific exemptions to be made. The statement will be placed in [employee reference file](#).
- d. Corrective action will be taken for repeat violations of this policy.

DATE: 06/13/05
James W. Payne, Director
Department of Child Services

A signed copy is on file.

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