



# POLICY STATEMENT

Policy Statement 1007

Policy Area:

Effective Date:

Approved:

JUN 11 2007  
*Paul A. Quander, Jr.*  
Paul A. Quander, Jr., Director

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## Dress Code Policy

### I. COVERAGE

The provisions of this Policy Statement apply to employees of the Office of the Director, Court Services and Offender Supervision Agency (CSOSA or Agency). It does not apply to employees of the Community Supervision Services (CSS) Division or to employees of the Pretrial Services Agency (PSA).

### II. BACKGROUND

The CSOSA is a law enforcement agency whose mission is to provide effective supervision for offenders on probation, parole, and supervised release pursuant to the District of Columbia Code. In fulfilling the mission of the Agency, employees of the Office of the Director are often in contact with members of the public and are frequently called to meetings in the community or with CSOSA's criminal justice partners. In general, the public develops its impression of CSOSA through its employees. CSOSA employees must conduct themselves on duty in a manner that reflects positively on themselves as well as the Agency. To that end, CSOSA is instituting a dress code to ensure that employees are neat, well-groomed, and appropriately attired while performing their duties and meeting with members of the public.

### III. POLICY

It is CSOSA policy that employees are expected to wear appropriate business attire at all times. Employees should present a favorable personal appearance, and adhere to personal grooming and hygiene standards in the performance of their respective responsibilities. All employees shall avoid wearing clothing and accessories that would detract from the professional image of CSOSA.

#### **IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS**

A. Authorities

Section 11233 of the National Capital Revitalization and Self-Government Improvement Act of 1997, Pub. Law 105-33, 111 Stat. 748, codified at D.C. Official Code § 24-133.

B. Supersedures

None

C. Procedural References

None

D. Attachments

Appendix A. General Procedures

## **APPENDIX A GENERAL PROCEDURES**

### **A. DRESS STANDARDS**

All outer garments shall fit properly. Clothing shall be of appropriate size and properly laundered to present a neat, clean appearance.

#### **1. Appropriate Professional Attire**

Male employees are required to wear neat and clean suits or a sports jacket, dress slacks, shirt, socks, and shoes. Ties, when worn, should be tied appropriately. It is permissible to wear a suit or sports jacket, dress slacks and a banded collarless shirt. However, banded collarless shirts are not appropriate for hearings before releasing authorities. Accessories that do not detract from the professional image of CSOSA are appropriate. Clothing must cover tattoos, if possible.

Female employees are required to wear neat and clean business dresses, and suits, dress skirts and slacks, blouses, sweaters, jackets/blazers, and shoes. Hosiery shall be worn when wearing a dress or skirt. During summer months, the wearing of hosiery is optional. Accessories that do not detract from the professional image of CSOSA are appropriate. Clothing must cover tattoos, if possible.

#### **2. Headgear**

Hats are not appropriate in the office. With the exception of headgear for religious purposes, or to honor cultural or racial traditions, all staff should remove hats, caps, or other headgear while on duty indoors.

#### **3. Grooming**

All employees should maintain a clean and groomed appearance. Hairstyles, hair color, beards, moustaches, sideburns, and other appearance-related items should present a neat and professional style as determined by the employee's supervisor.

Cologne, perfume and aftershave should be subtle. Employees should take into consideration that some of their fellow employees may be sensitive to – or have an allergic reaction to – certain fragrances. Disputes should be resolved by the respective employees' supervisor(s).

#### **4. Casual Friday**

Fridays have been designated as Casual Day for employees of the Office of the Director. This designation is a privilege that is offered to provide a more

comfortable and relaxed work atmosphere. Casual Friday may be revoked on an individual, office or on an Agency-wide basis if the guidelines set forth are not adhered to. Employee participation in Casual Friday is optional. The following guidelines shall be followed:

- Employees scheduled to meet with the public or with persons outside the Agency must wear normal business attire;
- Business casual attire must be professional and appropriate for the workplace;
- Denim jeans are not allowed;
- Twill, khaki, flannel, gabardine, or dress slacks made from wool, cotton, linen or synthetic materials are acceptable;
- Casual dresses and skirts, and skirts that are split at or below the knee are acceptable; and
- Casual shirts, dress shirts, sweaters, blouses with sleeves, and tops are acceptable.

## **B. EXCEPTIONS TO THE POLICY**

Reasonable accommodations will be made for employees' medical conditions or religious beliefs consistent with business necessity to present a professional appearance to the public.

## **C. SPECIAL CONSIDERATIONS**

1. Individuals within the Office of Facilities who perform fleet maintenance and management of mechanical and building systems are permitted to wear casual attire at all times.
2. On occasion and at the discretion of management, employees of the Offices of Facilities and Information Technology or other offices who are responsible for particular job-related tasks such as moving equipment and furniture, fleet maintenance of Government vehicles, building maintenance, and surveys of construction sites may be allowed to follow a modified or relaxed dress code.
3. Employees assigned to Community Justice Programs who are required to enter correctional facilities to perform assessments must follow the dress code set by the correctional facilities, but at the discretion of management may be allowed to follow a modified or relaxed dress code.
4. Certain other special circumstances (e.g., snowstorm, moving days) may warrant relaxing the dress code policy at the discretion of management.

## **D. EMPLOYEE RESPONSIBILITY**

It is the responsibility of each employee to use judgment and common sense in selecting clothing that fits with the function of his/her position and the professional image and mission of the organization.

#### **E. SUPERVISORY RESPONSIBILITY**

Supervisors are responsible for ensuring that employees know, understand and adhere to this policy directive. Supervisors are the final authority on the appropriateness of an employee's attire.

#### **F. DISCIPLINE**

If an item of clothing is deemed to be inappropriate for the office by the employee's supervisor, the violation will be immediately brought to the attention of the employee with a verbal warning. The verbal warning regarding a dress code violation should be discussed in private with the employee and may include a suggestion to dress more appropriately in the future. Repeated disregard for the dress code policy may result in disciplinary action up to and including termination.