PROCEDURE NUMBER: 208.003

PROCEDURE TITLE: DRESS CODE FOR NON-UNIFORMED EMPLOYEES

RESPONSIBLE AUTHORITY: OFFICE OF HUMAN RESOURCE MANAGEMENT

EFFECTIVE DATE: AUGUST 16, 2011

INITIAL ISSUE DATE: APRIL 14, 2000

SUPERSEDES: PPD 4.06.01

RELEVANT DC FORMS: DC2-810B

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: SECTIONS 20.315, AND 944.09, F.S.

FLORIDA ADMINISTRATIVE CODE: RULE 33-208.101, F.A.C.
Purpose: To establish a dress code which will ensure professional appearance of all staff while performing official duties. This includes Senior Management Service (SMS), Selected Exempt Service (SES), Career Service, Other Personal Service (OPS), and Contract employees.

Definitions: NONE

Specific Procedures:

(1) All non-uniformed employees and contracted employees must dress in either standard business dress or business casual dress. No denim clothing or clothing made from material designed to look like denim will be worn.

(2) All non-uniformed employees will be required to wear standard business dress for meetings in the capitol, court appearances, conducting training, meetings with other agencies, attending formal training outside of the department, or other places where standard business dress is expected unless otherwise specified. Male employees will also be required to wear a coat or jacket in the previously mentioned business settings. Staff should be mindful of their positions within the agency when determining whether to wear standard business dress or business casual dress.

(3) Dress Code Requirements:

(a) Standard Business Dress for Females: Employees in SMS, SES, those who are at the assistant bureau chief level and above, and department heads in institutions, community corrections supervisors in circuits, and section supervisors in central office will wear standard business dress unless otherwise excluded in accordance with section (4) of this procedure. All other career service and non-uniformed female employees may wear business casual dress. Standard business dress for females will include:
   1. suit;
   2. skirt (no shorter than three [3] inches above the top of the knee) and blouse; or
   3. slacks and blouse;
   4. dress (no shorter than three [3] inches above the top of the knee); or
   5. dress sweaters may be worn with or instead of a blouse;
   6. dress shoes (includes dress mules) or open-toe dress sandals; however,
   7. blouses or dresses that are strapless, backless, or have spaghetti straps will not be worn.

(b) Standard Business Dress for Males: Employees in SMS, SES, those who are at the assistant bureau chief level and above, and department heads in institutions, community corrections supervisors in circuits, and section supervisors in central office will wear standard business dress unless otherwise excluded in accordance with section (4) of this procedure. All other career service and non-uniformed male employees may wear business casual dress. Standard business dress for males will include:
   1. dress pants and dress shirt (either long or short sleeved);
   2. a neck tie during office hours; and
3. socks and shoes.

(c) **Business Casual Dress for Females:** Business casual dress for females includes standard business dress as well as:
1. a dress or split skirt (no shorter than three [3] inches above the top of the knee);
2. capri pants;
3. slacks;
4. shirt, blouse, or sweater, including an approved polo type shirt with an embroidered DC seal available through the Corrections Foundation; and
5. strapless, backless shoes (dress sandals, mules, clogs, appropriate for business casual dress) are permitted; however,
6. blouses or dresses that are strapless, backless, or have spaghetti straps will not be worn.

(d) **Business Casual Dress for Males:** Business casual dress for males includes:
1. slacks or casual slacks;
2. casual shirt with collar, including an approved polo type shirt with an embroidered DC seal available through the Corrections Foundation;
3. dress shirt with banded collar;
4. sweaters that may be worn with or instead of shirts; and
5. socks and casual shoes such as leather boat shoes may be worn.

**NOTE:** All shirts will be neatly tucked into the slacks.

(e) The following items of clothing are not permitted under any circumstance:
1. sweat shirts or pants (except for those staff participating in defensive tactics training), warm-up suits, tank tops (unless worn under appropriate clothing), leggings, or flip-flops;
2. sheer or see through material (unless worn over appropriate clothing);
3. excessively low-cut, short, or tight fitting clothing;
4. clothing that exposes an employee’s midriff or lower back;
5. beach sandals (i.e., rubber/leather sandals loosely fastened to the foot by a thong) and athletic shoes will not be permitted;
6. bedroom type slippers; or
7. slacks that:
   a. are not hemmed, or
   b. drag on the floor.

(f) Clothing will not be worn which would allow the midsection, waistline and/or lower back to be revealed when seated, bending over or during any other movement.

(g) **Low-rise pants of any type or style are prohibited.** (Women may wear slacks that fit just below the waist.)

(h) Clothing will not be stylishly torn, stained, or frayed.
(i) Clothing/caps with inappropriate slogans, logos, and graphics (with sexual overtones, related to alcohol consumption, etc.) as determined by supervisors will not be worn. However, caps and hats may be worn for outside job assignments.

(j) Staff qualifying or maintaining qualification for firearms will refer to “Firearms Training,” Procedure 209.301, concerning appropriate dress while on a range.

(k) Proper undergarments will be worn and will not be visible.

(l) Earrings will be the only visible body piercing permitted. However, earrings are prohibited for male staff.

(m) All staff will be expected to adhere to grooming standards as referenced in Rule 33-208.101, F.A.C.

(4) **DRESS CODE EXCEPTIONS:** In those situations when an employee’s job necessitates working in an environment that does not require standard or business casual dress, the bureau chief, warden, or circuit administrator may approve more casual dress. Community corrections supervisors may dress in business casual attire when not in court or official meetings with outside agencies.

(5) **DRESS CODE ENFORCEMENT:**

(a) Supervisory staff at all levels will ensure that:
   1. non-uniformed employees are instructed on the dress code, and
   2. employees are appropriately dressed for work.

(b) The servicing personnel office is responsible for furnishing a copy of this procedure to all new employees.
   1. The “Receipt for Rules, Procedures, or Policies (New Employee),” DC2-810B, will be signed by the employee and placed in the employee’s personnel file.
   2. Supervisors are responsible for keeping abreast of revisions to the dress code through the department’s intranet web site, and will ensure their staff members are informed of changes as they occur.

(c) An employee who has questions regarding the dress code should discuss any issues with her/his supervisor before wearing questionable clothing to work.

(d) When a non-uniformed employee in an institutional setting wears something that appears to violate this dress code policy, the control room staff will:
   1. refuse the employee entry into the facility, and
   2. call the employee’s supervisor for direction.

(e) An employee who is dressed inappropriately will be sent home to change clothes before returning to her/his workstation. An employee who is sent home to change into appropriate dress will be charged annual or compensatory leave during her/his period of absence. If the employee fails to return to work, s/he will be subject to disciplinary action.
(f) Any employee who does not comply with the department’s dress code will be subject to disciplinary action.

(6) **SUMMER DRESS**: Employees in SMS, SES, those who are at the assistant bureau chief level and above, and department heads in institutions, community corrections supervisors in circuits, and section supervisors in central office may wear summer dress during the period of June 1 through September 30. Summer dress for these positions will be slacks or casual slacks and an approved polo type shirt with an embroidered DC seal available through the Corrections Foundation. Females may wear slacks or a skirt with the approved DC polo type shirt. Employees will be required to wear standard business dress for formal meetings or other places where standard business dress is expected unless otherwise specified. Male employees will also be required to wear a coat or jacket in the previously mentioned business settings. Staff should be mindful of their positions with the agency when determining whether to wear standard business dress or summer dress during the summer dress period.

(7) **SPECIAL DRESS DAYS**: The Secretary’s Office may send out notice of casual Fridays for Corrections Foundation members or other special dress days. Exceptions to the above requirements include the wearing of jeans and athletic shoes for non-uniformed staff. Uniformed staff will refer to “Correctional Officer Uniform Requirements,” Procedure 602.043 for instructions regarding special dress days.

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Secretary