



TITLE	POLICY NUMBER	
Dress Code	DCS-04-39	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Human Resources	April 3, 2015	0

## I. POLICY STATEMENT

The purpose of this policy is to establish the standards of personal dress for non-uniform office personnel throughout the year.

## II. APPLICABILITY

This policy applies to all DCS employees, interns with DCS, and contractors working in DCS Central Office (collectively referred to in this policy as "employees").

Additional requirements may be set by management based on the needs of the office/unit.

## III. AUTHORITY

[A.R.S. § 8-453 \(A\)\(10\)](#). Powers and duties.

## IV. POLICY

- A. Employees' appearance and behavior project an image to our customers, including the general public, about state employees and the Department of Child Safety (DCS). Each DCS employee is expected to practice good grooming habits and to dress in a manner that is appropriate to the position and the assigned work activities. Because what may be considered appropriate can vary from unit to unit, or position to position, employees are encouraged to ask their supervisors for guidance if they are unsure.
- B. Supervisors at all levels are responsible for ensuring day-to-day compliance with this policy. Supervisors shall consider compliance with dress standards when evaluating employee job performance.
- C. Individual supervisors shall make the final decision as to appropriate attire and may direct an employee to leave the work site at his or her own expense and on his or her own time to change into more appropriate clothing.
- D. Employees that have any questions related to this policy should contact their immediate supervisor.

- E. Employees are expected to adjust their clothing accordingly and wear appropriate business dress attire for unanticipated court hearings or professional meetings, even on regular/summer dress days or Fridays. This may require having a change of clothes available.
- F. All dress attire shall be in good taste, clean, pressed (as appropriate), and in good repair.
- G. Nothing in this policy shall be construed to prohibit an employee from observing religious dress and grooming practices based on his/her religious practice, observance, or belief.

## **V. PROCEDURE**

### **A. Business Dress Attire Requirements (January 1 – December 31)**

Employees wear business dress attire when meeting with external customers, partners, or stakeholders or attending court hearings. Acceptable business dress attire includes:

- 1. Male Personnel
  - a. Dress slacks with a dress shirt and tie
  - b. Dress shoes or dress boots
  - c. Dress Suit
  - d. Sports coat
- 2. Female Personnel
  - a. Dresses
  - b. Skirts with a dress blouse
  - c. Dress slacks with a dress blouse/sweater
  - d. Dress or pants suits
  - f. Dress pumps, dress boots, flats, and dress sandals including backless slide shoes

### **B. Regular Dress Attire Requirements (October 1 - April 30)**

Acceptable regular dress attire includes:

- 1. Male Personnel
  - a. Slacks with a dress shirt

- b. Sweaters
  - c. Dress shoes or dress boots
2. Female Personnel
- a. Dresses
  - b. Skirts with a dress blouse
  - c. Dress slacks and blouses
  - d. Dress or pant suits
  - b. Sweaters
  - c. Skorts that are flared or gathered and generously cut in the leg so as to provide the appearance of a skirt
  - e. Hose or leggings may be worn with a dress or skirt that meets the length requirements of this policy (see E.2.c. below)
  - e. Dress pumps, dress boots, flats, and dress sandals including backless slide shoes

**C. Summer Dress Attire Requirements (May 1 - September 30)**

Acceptable summer dress attire includes:

- 1. Male Personnel
  - a. Sleeved polo or golf shirts with open collars
  - b. Other colored or patterned shirts with regular collars, banded collars, or turtle necks. The collar may be worn open or buttoned. Shirts must be tucked in at all times
  - c. Pants
  - d. Loafers, boots, or leather deck shoes
- 2. Female Personnel
  - a. Dresses
  - b. Skirts
  - c. Blouses or shirts

- d. Pants or capri pants
- e. Dresses

**D. Friday Dress Requirements (January 1 – December 31)**

1. Employees are authorized to wear casual attire on Fridays during the entire year. Casual attire shall be clean, pressed and in good repair. Friday Dress Requirements depend on the particular job, meetings, or presentations each employee has for a specific day. If an employee has a meeting with external customers, partners, or stakeholders or is attending court hearings, Business Dress Attire is required.
2. Acceptable attire for both male and female personnel for Friday Dress Requirements are the same as listed in the Summer Dress Requirements section.
3. Denim attire including jeans for both male and female personnel is acceptable attire for Friday dress only.

**E. Unacceptable Attire (January 1 – December 31)**

Unacceptable attire for DCS personnel includes:

1. Male Personnel
  - a. Athletic shoes, slippers, beach type sandals, or flip flops
  - b. Clothing that is excessively worn, damaged, or stained, including deliberate damage
  - c. Clothing that displays offensive or obscene material; material expressing or advocating a political opinion or cause
  - d. Shorts of any kind
  - e. Sweatshirts
  - f. Sweatpants
  - g. Warm-up suits
  - h. T-shirts including print t-shirts and tank tops
  - i. Denim attire including jeans, except for Fridays
  - j. Extreme hairstyles, jewelry or other accessories
  - k. Hats

2. Female personnel
  - a. Dresses/blouses with spaghetti straps
  - b. Backless dresses
  - c. Dresses or skirts that are excessively short (i.e. are shorter than 3 inches above the knee)
  - d. Tube tops, halter tops, sheer or see-through clothing, and fishnet hose
  - e. Any form-fitting, clinging pants of any type, including long pants, knee-length and latex leggings, spandex, and body stockings
  - f. Athletic shoes, slippers, beach-type sandals, or flip flops
  - g. T-shirts to include print t-shirts, tank tops, tube or halter tops, or any shirt or blouse that reveals a bare midriff
  - h. Clothing that is excessively worn, damaged, or stained, including deliberate damage
  - i. Clothing that displays offensive or obscene material; material expressing or advocating a political opinion or cause
  - j. Shorts of any kind
  - k. Sweatshirts
  - l. Sweatpants
  - m. Warm-up suits
  - n. Denim attire including jeans, except for Fridays
  - o. Extreme hairstyles, jewelry, or other accessories
  - p. Hats

**F. Conditions and Exceptions for Employees who Perform Work in the Field**

1. Employees who work in the field conducting activities such as inspections, investigations, home visits and supervising visits, may wear:
  - a. Jeans that are clean and not worn, torn, or faded
  - b. Athletic shoes in good condition

2. The Department's policy for Regular or Business Dress Attire requirements applies when field staff will be reporting for a full day in the office, when attending professional meetings, and for court hearings.
4. Male field staff must wear collared shirts at all times.
5. With the exceptions listed in V.(D)(1) and V.(D)(2) field staff shall not wear any of the unacceptable attire in V.(E).
6. IT Staff, those who regularly service equipment as part of their job, may wear Summer Attire year round.
7. No DCS employee may wear shorts.