

OFFICE OF THE ASSOCIATE DIRECTOR

COMMUNITY SUPERVISION SERVICES

SUBJECT: Dress Code Policy

EFFECTIVE DATE: **September 1, 2000**

APPROVED: Thomas H. Williams (signed)
Thomas H. Williams, Associate Director

I. PURPOSE AND SCOPE:

The Court Services and Offender Supervision Agency (“CSOSA”) is a law enforcement agency whose mission is to provide effective supervision, through qualified supervision officers, for offenders on probation, parole, and supervised release pursuant to the District of Columbia Code. In fulfilling the mission of the agency, employees in Community Supervision Services (CSS) are in frequent contact with members of the public and are frequently summoned to court or to appear before the U.S. Parole Commission on very short notice. In general, members of the public develop an impression of CSOSA through its employees. Our employees must conduct themselves on duty in a manner that reflects credit upon themselves as well as the Agency. To that end, we are instituting a dress code to insure that employees are properly dressed while performing their duties and meeting with members of the public. Therefore, the purpose of the dress code is to insure that our employees are neat, well-groomed, and appropriately dressed when meeting with the public. All employees shall avoid wearing clothing styles that are overly provocative or that would detract from the professional image of CSOSA.

II. POLICY:

When CSOSA employees are meeting members of the public in the office and in the field, the employee shall be well-groomed, appropriately dressed, and reflect a personal image as a professional employee in the performance of official duties.

A. Males

1. Must wear a suit or a sports jacket, dress pants or dress slacks, a shirt with sleeves and collars and a tie (worn appropriately and visibly). It is permissible to wear a suit or sport jacket, dress slacks and a banded collarless shirt. This attire is not appropriate for hearings before the releasing authorities.

2. It is permissible to remove jackets during the course of normal work hours for personal comfort. If assigned to the file room operations, mail deliveries, and the Illegal Substance Collection Unit, male staff must wear a shirt and dress pants or dress slacks beneath a smock during the performance of regular work duties. Soft canvas footwear or tennis shoes are permissible for this staff.
3. Sleeveless shirts, t-shirts, open toe shoes, and jeans (including denim wear) are not appropriate attire for the workplace.

B. Females

1. Must wear business dresses, business suits, skorts, skirts and blouses, sweaters or jackets, and slacks. Hosiery shall be worn when wearing a dress or skirt. During summer months, the wearing of hosiery is optional.
2. Jeans, including denim wear, (pants, dresses, and skirts), shoulder tops, skin-tight or revealing clothing are inappropriate attire for the workplace.
3. Jackets, windbreakers or other outdoor wear are also not considered acceptable or appropriate as business attire except Agency approved jackets or windbreakers that clearly indicate the Agency or staff position on the front and/or rear of the jacket or windbreaker.

C. Inappropriate Wear

1. Sleeveless shirts, t-shirts, athletic shoes (tennis) except as indicated in A2, sandals, and slippers are not appropriate in the workplace.

D. Headgear

1. With the exception of headgear for religious purposes, all staff must remove hats, caps, or other headgear while indoors.
2. At no time during duty hours and under no circumstances may staff wear radio, CD or cassette headsets.

E. Dress Down Fridays

1. Unless otherwise meeting with the public, the dress code will be relaxed on Fridays.
2. All staff may dress in business casual attire that is professional and appropriate for the workplace.
3. Jeans or denim wear of any color, silk-screened T-shirts, and tennis shoes (except as indicated in A2) are not allowed.
4. All Community Supervision Officers, including supervisors, must keep court-ready attire in the office at all times if requested to report for a hearing.

F. Correctional Facilities

1. In the interest of safety, opened-toe shoes are not permissible at correctional institutions.

G. Field/Community Activities

1. When employees are performing fieldwork, formal business attire is not required.
2. Employees may wear attire that would be appropriate for casual Friday. While in the field tennis shoes may be worn, but tennis shoes are not acceptable office attire.

H. Special Circumstances

1. Under special circumstances (e.g., snowstorm), the dress code policy may be relaxed.

I. Supervisory Authority

1. The supervisor will be the final authority on the appropriateness of an employee's attire.
2. An employee who fails to follow the above procedures will be counseled and/or subject to further disciplinary action for further non-compliance.