



POLICY STATEMENT

Policy Statement 1007

Policy Area: CSOSA

Effective Date: January 8, 2015

Approved: X

Nancy M. Ware

Signed by: Nancy Ware, CSOSA Director

Reviewed and Reapproved on 1/13/2012

By: *Nancy M. Ware*

Nancy M. Ware, Director

Agency Dress Code

I. COVERAGE

This Policy Statement applies to all employees of the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA or Agency). It does not apply to employees of the Pretrial Services Agency for the District of Columbia.

II. BACKGROUND

CSOSA is a law enforcement agency whose mission is to enhance public safety, prevent crime and reduce recidivism among those supervised and to support the fair administration of justice in close collaboration with the community. In fulfilling the mission of the Agency, employees are often in contact with the public and 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 in a manner that provides a constructive example to the men and women under supervision and reflects positively on themselves as well as the Agency. The purpose of the Agency's dress code is to ensure that employees are neat, well-groomed, and professionally attired while performing their duties and meeting with the public.

III. POLICY

It is CSOSA's policy that all employees must wear appropriate professional attire and adhere to the Agency's grooming and hygiene standards (Appendix A, A5) while in the performance of official duties. 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. Supersedes

Dress Code Policy PS 1007, dated June 11, 2007
Dress Code Policy Memorandum, dated September 1, 2000

C. Procedural References

Human Resources Directive 752.1

D. Attachments

Appendix A. General Procedures

APPENDIX A GENERAL PROCEDURES

A. GENERAL DRESS STANDARDS

All employees are responsible for exercising good judgment in wearing clothing that fits with the function of his/her position and the professional image and mission of the Agency. All outer garments must fit properly, be of appropriate size and be properly laundered to present a neat and clean appearance. Every effort must be made to cover tattoos.

1. Male Employees

Male employees are permitted to wear business suits or a sports jackets, dress pants and shirts with sleeves and collars with ties (worn appropriately and visibly) and sweaters and vests with shirts with sleeves and collars with ties.

It is permissible to wear banded collarless shirts and polo shirts with jackets, except at hearings before releasing authorities.

2. Female Employees

- a. Female employees are permitted to wear business dresses, suits, skirts and blouses, sweaters or jackets, or dress pants.
- b. Dresses and skirts must be no higher than two inches above the knee, when standing.
- c. Cleavage must not be visible at any time.
- d. Capri pants no higher than the bottom of the calf are acceptable.
- e. Hosiery is optional.

3. All Employees

All employees are encouraged to follow the General Dress Standards in section A.1 and A.2 above. Employees will be allowed to wear dark blue polo shirts that bear the Agency's insignia and logo with tactical, khaki or dark, non-denim pants, except when appearing in court or before the releasing authority.

All Branch Chiefs, Supervisory Community Supervision Officers and Community Supervision Officers must maintain court-ready attire in their office at all times in

the event they are requested to appear before releasing authorities for a hearing or other purposes.

4. Headgear

With the exception of headgear for religious purposes all staff should remove hats, caps, or other headgear while indoors or representing the agency at external meetings or professional events. Headbands and scarves worn in a neat manner are permissible and should not detract from the professional image.

5. Grooming

- a. All employees should maintain a clean and groomed appearance. Hairstyles, hair color, beards, mustaches, and sideburns should present a neat and professional style.
- b. Cologne, perfume, aftershave and scented oils and lotions should be subtle. Employees should take into consideration that some of their fellow employees may be sensitive or allergic to certain fragrances.

B. SPECIAL DRESS CODE CONDITIONS

1. Casual Dress Days

Fridays have been designated as Casual Dress Days for employees. The Agency Director may revoke the privilege of Casual Dress Days on an individual, office or Agency-wide basis. Employee participation in Casual Dress Days is optional. The following guidelines shall be followed:

- a. Employees scheduled to meet with the public or with persons outside the Agency, to include appearances before the court and or the releasing authority, must follow the General Dress Standards in Section A.
- b. Casual Dress Day attire must be professional and appropriate for the workplace.
- c. Clothing made of denim fabric (regardless of style or color) is not allowed.
- d. Khaki and corduroy pants or dress slacks made from wool, cotton, linen, or synthetic materials are acceptable.
- e. Casual dresses and skirts are acceptable. Skirts that are split at or below the knee are acceptable.

- f. CSOSA issued dark blue polo shirts that bear the Agency's insignia and logo, casual shirts, dress shirts, sweaters, vests, blouses, and tops are acceptable.
2. Fieldwork and Community Service

When performing fieldwork, participating in community service events or other agency activities attire that would be appropriate for Casual Dress Days is acceptable. Agency designated staff must also wear soft body armor. (See Soft Body Armor and CSOSA Apparel Policy Statement 5405.) Athletic shoes may be worn. CSO's may wear CSOSA issued polo shirts that bear the Agency's insignia and logo with tactical, khaki or dark colored pants.
3. Offices of Community Supervision Services and Community Justice Programs

Employees in the Offices of Community Supervision Services and Community Justice Programs who are required to enter correctional facilities to perform job duties must follow the General Dress Standards in Section A, except when it conflicts with the dress code set by the correctional facilities.

 - a. Illegal Substance Collection Unit (ISCU)

All employees in the ISCU must follow the General Dress Standard in Section A and must wear lab coats while on duty. Ties are optional.
 - b. Global Positioning System Unit (GPS)

Electronic Monitoring Technicians must follow the General Dress Standards in Section A. Ties are optional.
 - c. File Management Unit (FMU)

FMU employees are permitted to wear attire appropriate for Casual Dress Days set forth in section B.1.
4. Offices of Facilities and Information Technology

Employees in the Offices of Facilities and Information Technology are permitted to wear attire appropriate for Casual Dress Days described in section B.1. and /or CSOSA issued polo shirts and athletic shoes.
5. Other Conditions

Under special circumstances, such as moving days, Agency sponsored health and wellness events, and in the event of inclement weather, employees should follow

the dress code for Casual Dress Days set forth in section B. 1. Athletic wear may be worn for Agency sponsored health and wellness events.

6. Reasonable Accommodations

Reasonable accommodations will be made for employees' medical conditions or religious beliefs, consistent with applicable Agency policy.

C. INAPPROPRIATE ATTIRE

The following attire is not appropriate and must not be worn by employees at any time during their tour of duty (except during certain Agency sponsored trainings, health and wellness events and other management approved activities):

1. Sweatpants, shorts (to include Bermuda shorts), and spandex or other form-fitting pants (i.e. stretch pants and leggings). Jogging and warm-up suits (including velour sweat suits) and athletic/workout apparel.
2. Jeans (regardless of style or color), except as specifically designated for Agency events (e.g., Combined Federal Campaign Jean Pass or Agency picnic) or as specifically sanctioned by management.
3. Sweatshirts (to include hoodies), t-shirts, tank tops, spaghetti straps, tube tops, halter-tops, maxi dresses and sundresses (unless covered by a blazer or sweater).
4. Fishnet style hosiery.
5. Skirts, including miniskirts, that are more than two inches above the knee, when standing
6. Sneakers, athletic shoes (except as permitted in sections B.2., B.4. and B5), all styles of bedroom slippers, flip-flops, heels higher than four inches, and boots that come above the knee

D. SUPERVISORY RESPONSIBILITY

Supervisors are responsible for ensuring that employees read, understand and adhere to this Policy Statement and for addressing any associated violations.

E. DISCIPLINARY MATTERS

If a supervisor determines that an employee is in violation of the Agency's Dress Code Policy, he/she must immediately bring it to the attention of the employee.

1. Initial Dress Code Violation

The supervisor must provide a verbal, face-to-face warning regarding an initial dress code violation to the employee in the presence of at least one management official of the same sex as the employee. If a management official of the same sex as the employee is not available, any available management official must be present. If no management officials are available, the supervisor must notify the employee of the violation by email.

- a. If the circumstance warrants a supervisor to advise the employee to immediately correct the violation, and the employee cannot immediately correct the violation, the supervisor must require the employee to leave the office to correct the violation.
- b. The supervisor has discretion but is not required to grant up to two hours of administrative leave, for the employee to correct the violation. The employee is required to return to work unless there are less than two hours remaining in the work day at the time the employee is directed to correct the violation. Employees may request to use leave, subject to supervisory approval.
- c. Supervisors have the discretion to consider mitigating circumstances prior to implementing a. and b. above.

2. Second Dress Code Violations

The supervisor must notify the employee of the violation in writing (e.g. email) and direct the employee to comply with the Agency's Dress Code Policy, in the following manner:

- a. If the supervisor provides face-to-face discussion, another management official of the same sex as the employee must be present.
- b. If a management official of the same sex as the employee is not available, any available management official must be present.
- c. If no management officials are available, the supervisor must notify the employee of the violation by email.

If the employee cannot immediately correct the violation, the supervisor must require the employee to leave the office to correct the violation.

- a. The supervisor has discretion but is not required to grant up to two hours of administrative leave, for the employee to correct the violation. The employee is required to return to work unless there are less than two hours remaining in

the work day at the time the employee is directed to correct the violation.
Employees may request to use leave, subject to supervisory approval.

- b. Supervisors have the discretion to consider mitigating circumstances prior to implementing d. above.
 - c. The supervisor must document the violation in writing and submit it to his or her management official.
3. Repeated Dress Code Violations

If an employee has more than two violations, the supervisor is required to administer disciplinary action up to and including termination or removal, in accordance with the fundamental principles of progressive action, due process and efficiency of the service as outlined in Human Resources Directive 752.1.

F. TRAINING

1. Attire During Staff Training

- a. When attending in-house, Agency training, employees must adhere to the General Dress Code in Section A., unless management provides for a more relaxed dress code. Any exceptions to the General Dress Code shall be advertised in the training announcement.
- b. When attending off-site, Agency funded training and conferences, employees are permitted wear attire appropriate for Casual Dress Days. Employees making presentations at official training sessions must adhere to the General Dress Code Standards in Section A.

2. Staff Dress Code Policy Training

The Agency will develop and keep current a dress code training video for employee viewing. A mandatory initial training session for all CSOSA staff covering the Agency's Dress Code Policy Statement is required. At the discretion of the Agency's Director, periodic refresher training may also be required. All CSOSA staff are required to view the Agency's Training Video covering the Dress Code Policy Statement.