

Dress Code

It is expected that all employees dress in an appropriate and professional manner. Many agencies have policies regarding appropriate dress, some of which are specific to certain positions due to the nature of the work performed and requirements necessary to conduct that business. See the section entitled “Agency Specific Policies and Directives.”

Generally speaking, and unless covered by an agency specific policy or directive, appropriate wear within an office environment includes but is not limited to suits or sports jackets, dress slacks, ties, tailored dresses, skirts and blouses. All employees are expected to wear footwear appropriate for a professional office. Additionally, all clothing shall be clean and not excessively worn, frayed, tattered, wrinkled, soiled and/or torn. Law enforcement personnel are required to wear their designated uniform at all times during working hours.

Business casual is defined as less formal than normal business attire and is entirely optional. Business casual days are at the discretion of the Director. Proper attire for a business casual day includes slacks, sport shirts, polo shirts and proper footwear. Shorts or beachwear is not permissible. As professionals and representatives of your department, we ask that you use good judgment when choosing your attire for a business casual day. Employees who are due to meet with the general public or required to appear where business attire is expected are obviously still expected to dress appropriately.

At all times, including normal business dress and/or business casual days, inappropriate dress includes but is not limited to jeans, shorts, exercise clothing, sweatshirts, sweat suits, t-shirts, sneakers or other leisure wear that does not belong in a business setting. Inappropriate footwear includes sneakers, unless permitted by a valid acceptable medical excuse.