

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER THREE: PERSONNEL**

**POLICY 3.16: EMPLOYEE DRESS CODE**

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**I. POLICY:**

Employees will maintain a professional appearance which is appropriate to their work environment and assigned responsibilities. Employee appearance standards and dress codes are established to ensure the Oklahoma County Juvenile Bureau (OCJB) is represented professionally.

**II. DEFINITIONS:**

- A. **Jeans:** any pants made of denim material, with brads and patch pockets sewn to the exterior, regardless of color.
- B. **Personal Protective Equipment:** (PPE) refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

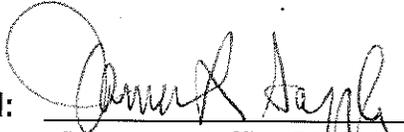
**III. PROCEDURE:**

- A. Employees shall adhere to acceptable standards for employee personal appearance, dress code, and cleanliness.
- B. Clothing shall be clean, neat, hemmed, and free of excessive stains and/or holes.
- C. Hair shall be neatly managed. For men, hair shall not extend below the bottom of the shirt collar. Male employees with facial hair (beards, goatees, and/or mustaches) shall maintain hair trimmed a maximum of one-half inch (1/2") in length. Sideburns shall not extend beyond the bottom part of the ear.
- D. Employees shall not wear clothing that is tight, see-through, or inappropriately revealing for the workplace.
- E. Female dress/skirt/skort and/or business short lengths will be no shorter than four inches (4") above the knee.
- F. Conservative use of fragrances is acceptable.
- G. The following apparel is prohibited:
  - 1. Any clothing item, jewelry, and/or tattoo which displays/promotes concerts, alcoholic beverages, illegal drugs, and/or material of a sexual nature or connotation;
  - 2. Jogging suits, wind suits, and/or apparel designed for the purpose of exercise unless authorized for training;

3. Flip flops (rubber or plastic sandals normally worn in the shower or on the beach);
  4. Any hat that is determined to be improper and/or unprofessional for the workplace; and
  5. Jeans, unless authorized by the Director or department head for special events and/or employee fund-raising activities.
- H. Standards for Oklahoma County Juvenile Detention Center uniformed employees are as follows:
1. Footwear shall be black;
  2. Belts shall be black or brown;
  3. Open-toed or strapless backed shoes are prohibited;
  4. Officers shall wear the OCJB approved shirt and khaki pants and/or shorts;
  5. Officers may wear a plain white, black, or grey undershirt under their OCJB issued shirt;
  6. Jewelry that can be pulled off causing injury, including necklaces, dangle or hoop earrings, bracelets, rings, or facial body piercing jewelry is prohibited;
  7. Any other clothing items or accessories that are determined to jeopardize the security of the facility and/or the safety of the employee are prohibited;
  8. The OCJB issued shirt colors are designated by rank as follows:
    - a. Detention Officers I and II – Maroon shirt; and
    - b. Shift Supervisors I and II – Green shirt.
  9. Culinary Arts Specialists shall wear uniforms issued by the OCJB and full net hair covers while working in the detention center kitchen.
- I. Standards for courtroom attire for non-uniformed employees are as follows:
1. Men shall wear a dress shirt or a sport coat with a collared shirt and slacks (ties are optional);
  2. Women shall wear a dress, skirt and blouse, or dress pants and blouse of appropriate length and fit; and
  3. Jeans, "cargo" pants and/or business shorts are prohibited in the courtroom.
- J. Employees conducting youth home visits are prohibited from wearing open-toed, strapless back, and/or high heeled shoes as a matter of safety.
- K. Standards for Maintenance and Custodial employees are as follows:
1. Maintenance and Custodial employees shall wear jeans and/or cargo pants designed for this type of work with OCJB issued shirts;
  2. Maintenance and Custodial employees shall wear OCJB issued Personal Protective Equipment (PPE) including but not limited to protective footwear, head coverings, eye coverings, and skin coverings as required for their job assignment; and

3. Jewelry that poses a risk to their personal safety and could cause injury is prohibited.
- L. Interpretations of the dress code and/or standards for personal appearance are made by the supervisor.
  1. Any employee sent home due to a violation of this policy shall be required to utilize compensatory leave or annual leave for that the time not on duty.
  2. Violations of the dress code and/or standards for personal appearance may be cause for disciplinary action.

Approved:

  
James L. Saffle, Director

6/15/16  
Date