



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



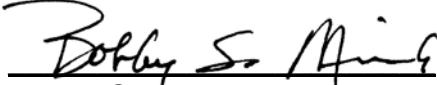
*Subject:*

**Dress Standards [Staff]**

|                                       |                       |                        |                                       |
|---------------------------------------|-----------------------|------------------------|---------------------------------------|
| <i>Section – Policy Number:</i>       | <i>Supersedes:</i>    | <i>Effective Date:</i> | <i>Date of Last Review: no change</i> |
| <b>D: Personnel Management – 3.13</b> | <b>I-D-3.6 (4/02)</b> | <b>04/04/2002</b>      | <b>10/10/2011</b>                     |

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| <b>Related Standards and References:</b> | <ul style="list-style-type: none"> <li>▪ <a href="#">Oregon Uniform Trial Court Rules</a> (Uniform Trial Court Rules 2002)</li> <li>▪ Collective Bargaining Agreements: AFSCME Local 191; SEIU</li> <li>▪ <a href="#">OYA policy</a>: 0-2.1 (Professional Standards)<br/>I-D-3.19 (OYA Identification Badges and Shields)</li> </ul> |
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| <b>Related Procedures:</b> | <ul style="list-style-type: none"> <li>▪ Facility local protocol</li> </ul> |
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| <b>Policy Owner:</b><br><br>Human Resources Manager | <b>Approved:</b><br><br><br>Bobby S. Mink, Interim Director |
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**I. PURPOSE:**

This policy provides workplace dress standards for OYA staff.

**II. POLICY DEFINITIONS:**

None.

**III. POLICY:**

OYA seeks to ensure the personal appearance of staff and volunteers is appropriate to their job duties and to related factors of safety, sanitation, security, and professional public image.

OYA recognizes the important role of staff as state employees, and that staff, volunteers, and contracted service providers within OYA facilities serve as role models for offenders under OYA custody. Both the citizens of Oregon and offenders served by OYA rightly expect staff, volunteers, and contracted service providers are professional at all times, including in their standard dress.

#### IV. GENERAL STANDARDS:

- A. While engaged in work duties, staff, volunteers, and contracted service providers working within local offices and facilities must conform to a professional standard of dress that reflects favorably upon OYA.
1. Work duties include attending training, traveling in state vehicles, or conducting business with members of the public while representing OYA.
  2. The professional standard of dress may be affected by regional styles or job assignment, as defined in local procedures, but must, at a minimum, meet the standards of this policy.

#### B. Clothing standards

In all cases, staff, volunteers and contracted service providers working in local offices or facilities are subject to the following standards.

1. Clothing must be clean and neat in appearance and conform to accepted health, safety and security standards applicable to the staff's work assignment.
  - a) Where applicable, staff must conform to "conditions of employment" regarding dress and grooming.
  - b) Staff with official work stations housed in co-managed facilities/offices or ancillary work stations within facilities will conform to the standard of dress in that facility.
  - c) OYA must ensure contract language reflects dress standards so contracted service providers working within facilities will conform to the facility dress standards.
2. Clothing must not contain inappropriate written messages and must not expose the midriff, thighs, or back, or have revealing necklines.
  - a) Inappropriate written messages include offensive or suggestive words or slogans, gang signs or symbols, or alcohol/drug product advertisements. Brand name logos are permissible, as long as they conform to applicable safety and security standards.
  - b) Casual clothing such as sweat suits, jogging suits, shorts, or hats may be worn only with supervisor/manager approval.
3. State-issued clothing and identification badges must be worn only during work hours, including travel to and from work assignments, and in accordance with local procedures.

- a) State-issued identification badges and clothing will be returned to the appropriate supervisor/manager upon termination of employment.
  - b) Facilities will develop a local procedure that documents the issue and return of state-issued clothing at date of hire and termination, and replacement of such clothing.
4. Staff wearing the OYA logo in public must be sensitive to public perception and maintain an appropriate public image as representatives of state government and OYA.
- C. In some instances, appropriate dress is determined by professional standards accepted within a particular work setting, including:
1. Courtroom  
  
Staff must conform to courtroom standards (Uniform Trial Court Rules and local courtroom standards) that typically require jackets and ties for men and dresses or slacks for women. Blue jeans are typically not appropriate.
  2. State Capitol  
  
Staff appearing at the state Capitol must wear appropriate business attire that conforms to accepted standards, such as jackets and ties for men and dresses or slacks for women. Blue jeans are typically not appropriate.
  3. Administrative offices  
  
Staff working at the administrative level must be cognizant of visits by executive staff of other agencies, members of the legislature, or the public. Attire must conform to business office standards, such as dress shirts and ties for men and dresses or slacks for women. Blue jeans are typically not appropriate.
- D. Performance measure
1. Supervisors/Managers must ensure staff, volunteers, and applicable contracted service providers conform to the standards of this policy, including correcting inappropriate dress, when necessary.
  2. Staff may grieve or appeal such judgment to the next higher level of supervision for review.

**V. LOCAL OPERATING PROTOCOL REQUIRED: YES**

Each OYA facility must have a local protocol to address issuing and returning state-issued clothing at date of hire and termination, and replacing such clothing.