



OREGON YOUTH AUTHORITY
Policy Statement



I-D-3.13 - Dress Standards [Staff]

Approved:

Karen Brazeau, Director

Effective:

April 4, 2002
(format 12/02)

Supersedes:

I-D-3.6 (4/02)

Interpretation:

Employee Services

REFERENCES

ORS 420A.025 (Oregon Youth Authority: Rulemaking authority; general)

ORS 420A.108 (Policy regarding rules and dispositions for violations of rules)

Oregon Uniform Trial Court Rules

([http://www.ojd.state.or.us/Web/OJDPublications.nsf/UTCR/447D0E2BBE729AF288256C63006B538E/\\$FILE/2002UTCR.pdf?OpenElement](http://www.ojd.state.or.us/Web/OJDPublications.nsf/UTCR/447D0E2BBE729AF288256C63006B538E/$FILE/2002UTCR.pdf?OpenElement))

Applicable Collective Bargaining Agreements

Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*
Order

OYA policy: I-D-2.0 (Professional Standards)

POLICY

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

The OYA also recognizes the important role its staff play 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 the OYA have a right to expect that staff, volunteers, and contracted service providers are professional at all times, including in their standard dress.

I. General standards

- A. While engaged in work duties, staff, volunteers, and contracted service providers working within local offices and facilities shall conform to a professional standard of dress that reflects favorably upon the OYA.

1. Work duties include attending training, traveling in state vehicles, or conducting business with members of the public while representing the OYA.
2. The professional standard of dress may be affected by regional styles or job assignment, as defined in local procedures, but shall, at a minimum, meet the standards of this policy.

II. Clothing standards

- A. In all cases, staff, volunteers and contracted service providers working in local offices or facilities are subject to the following standards.
 1. Clothing shall 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 shall 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) Contracted service providers working within facilities will conform to the facility dress standards; the OYA shall ensure that contract language reflects such standards.
 2. Clothing shall not contain inappropriate written messages and shall 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.
 - (i) 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 shall 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.
 - (i) 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 who wear the OYA logo in public shall be sensitive to public perception and maintain an appropriate public image as representatives of state government and the OYA.
- B. In some instances, appropriate dress is determined by professional standards accepted within a particular work setting, including:
- 1. Courtroom.
 - a) Staff shall 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.
 - a) Staff who appear at the state Capitol shall 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.
 - a) Staff working at the administrative level shall be cognizant that executive staff of other agencies, members of the legislature, and/or the public often visit. Attire shall 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.

III. Performance measure

- A. Supervisors/Managers shall ensure that staff, volunteers, and applicable contracted service providers conform to the standards of this policy, including correcting inappropriate dress, when necessary.

1. Staff may grieve or appeal such judgment to the next higher level of supervision for review.