

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> <b>DRESS CODE</b>	<b>Policy Number:</b> <b>37</b>
<b>Number of Pages:</b> <b>3</b>	<b>Section:</b>
<b>Attachments:</b>	<b>Related Standards &amp; References:</b> <b>MDHS AP-21 &amp; DYS Institutional Dress Code Policy XV.3.D</b>
<b>Effective Date:</b>  <b>June 1, 2012</b>	<b>Approved:</b>   <b>James MacCarone, Director</b>

**I. POLICY**

It is the policy of Mississippi Department of Human Services, Division of Youth Services that all DYS staff adhere the Mississippi Department of Human Services Dress Code policy.

All DYS staff employees must adhere to the Oakley Youth Development Center Dress Code Policy while on campus.

**II. DEFINITIONS**

None

**III. PROCEDURE**

None

**IV. PURPOSE**

This policy is established for the purpose of providing guidelines in promoting a professional image. This policy is not to be constructed as a uniform dress code, but as a guide for acceptable business attire for employees of the Mississippi Department of Human Services (MDHS).

**PERSONAL APPEARANCE**

The Mississippi Department of Human Services recognizes that standards of dress vary depending upon the individual, work location, type of work, and the amount of contact with the

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public. Therefore, it shall be the obligation of the employees to use discretion and good judgment in dress, and ensure that their clothing and accessories are clean, presentable, and reflect suitable business attire. MDHS employees are not to wear suggestive or revealing attire that would divert attention from work in process. Additionally, employees are required to maintain reasonable standards of personal grooming and hygiene. Reasonable standard is defined as a state of grooming and hygiene that is not offensive to the general public or fellow workers.

Employees are expected to dress in business attire for the normal course of their work each business day. Business attire shall be defined as any non-casual apparel that is neat, clean, and fitted properly. Some examples of business attire include the following:

long sleeve dress shirt	skirt
short sleeve dress shirt	dress pants
dress slacks	pants suit
blazer jacket	dress
suit	blouse
tie	dress shoes

Business attire, however, does not include the following:

athletic wear	sweat suits
tank tops	biking pants
tennis shoes	halter tops
blue jeans	spandex
house slippers	dusters
blue jeans skirts/ dresses	midriff tops
shorts (including Bermuda shorts)	
flip-flops	

### **CASUAL FRIDAYS:**

The Executive Director has authorized all employees of MDHS to dress casual on Fridays of each week. In the instance that an employee is off on Friday or a recognized holiday falls on a Friday, neither the preceding Thursday nor the following Monday will be recognized as a casual day.

Some examples of clothing authorized to be worn on casual Friday are:

- blue jeans or denim pants – no torn or tattered jeans
- collared button up or golf shirts – no T-shirts
- casual shoes – no tennis shoes, house shoes, or flip-flops
- casual slacks
- casual tops or blouses – no tank or halter tops

This list is merely illustrative, not exhaustive. Employees are always expected to exercise good taste in their choice of clothing. Management will make the final determination as to what is acceptable clothing under this policy.

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**COMPLIANCE:**

Managers are expected to insure that employees understand their obligation under this policy. Employees shall be advised that failure to dress appropriately after verbal or written notice may result in disciplinary action.

Community Youth Services Counselors, when making home visits, are authorized to wear business casual dress which includes jeans, tennis shoes, polo shirts, etc. However, remember that you are representing the Division of Youth Services. When attending court sessions, the attire is business dress.

**See Institutional Dress Code Policy XV.3.D**

Visitors are expected to dress appropriately. Refusal to comply with the dress code may result in refusal/limitations of visitation or request to leave premises.

The following articles or type of clothing is considered inappropriate for a juvenile setting, and shall not be worn.

- a. Spandex or tight fitting clothing
- b. Shorts, more than 3" above the knee
- c. Halter-tops
- d. Plastic "shower" caps
- e. Headwear (hats, caps, etc.)
- f. Dresses/skirts with inappropriate splits and/or that are more than 3" above the knee
- g. Open toe shoes or sandals
- h. Transparent clothing
- i. Low-cut tops or bare shoulders
- j. Tank tops
- k. Any clothing article with inappropriate language, symbols or gang signs