

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES. DIVISION OF YOUTH SERVICES	
Subject: DRESS CODE	Policy. Number: 9
Number of Pages: 3	Section: III
Attachments:	Related Standards & References: MDHS AP-21 & DYS Institutional Dress Code Policy XV, ID
Effective Date: June 1, 2012, Updated March 1, 2018	Approved: DocuSigned by: <i>James Maccarone</i> <small>2C316EEF5186B4A2...</small>

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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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