


Dress Code

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 100.06
EFFECTIVE DATE:	August 30, 2022
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	08/26/2022
SUPERSEDES:	DCFS Personal Appearance Policy 230.6.4
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	08/29/2022
REFERENCES:	DCFS Personal Appearance Policy 230.6.4
ATTACHMENTS:	None

I. SUMMARY

Establishment of standards for staff dress and personal appearance. Personal appearance is a direct reflection of the professionalism of the Division and its services. Attire must be appropriate for the working environment. Because appropriateness of dress is subjective, supervisors and managers should use discretion and consultation during the process of evaluating employees for appropriateness.

II. PURPOSE

To establish normative dress code guidelines in alignment with job duties within DCFS.

III. PROCEDURES

- A. DCFS staff shall dress appropriately for their job assignments, in alignment with each DCFS program/facility standard operating procedure.
- B. Standard Operating Procedures (SOPs) for each program/facility shall be completed within 60 days of this policy approval and/or future addendum.
 1. Programs include, but are not limited to:
 - a. Children’s Mental Health (including psychiatric services and hospitals)
 - b. Mobile Crisis Response

Dress Code

- c. Public Child Welfare
- d. Youth Parole and associated services
- e. Wraparound In Nevada
- f. Residential Services/PRTF
- g. Youth Correctional Facilities

IV. GENERAL DRESS GUIDELINES

A. DCFS staff shall dress appropriately for their job assignments.

1. Clothing

- a. Clothing shall be neat, clean, in good repair, and adhere to employee's specific program/facility SOP.
- b. Business attire (as defined in the DHHS Personal Appearance and Dress Code Policy) is expected when employees attend public meetings, legislative hearings, commission meetings, court, or other professional meetings.
- c. The following attire is not appropriate for any DCFS program/facility:
 - i. Flip Flops
 - ii. Clothing with tears, holes, or threadbare spots including designer clothing incorporating such features as part of the design
 - iii. Skirts or other type clothing more than three inches above the knee
 - iv. Political, racist, sexist, or offensive messages on clothing articles
 - v. Beach wear
 - vi. Soiled or stained clothing
 - vii. Clothing exposing undergarments or midriff section of the body

2. Hygiene

- a. Personal hygiene is a component of good health. Every employee shall maintain an acceptable level of personal hygiene as not to offend youth, families, or other staff.
 - i. Hair must be clean, neat, and arranged in such a manner as to not interfere with safety.
 - ii. Fingernails must be clean and of appropriate length as not to interfere with assigned work or safety.
 - iii. Use of cologne, perfume, and aftershave lotion should be done in a manner as not to offend others.

B. Visible tattoos which could be construed as racist, sexist, offensive, or gang related should always be covered.

C. Employees with questions regarding the suitability of an item of clothing should discuss it with their supervisor prior to wearing it to work.

Dress Code

- D. The Division shall reasonably accommodate an employee's cultural beliefs in terms of workplace attire unless the accommodation creates an undue hardship or safety risk.
 - 1. Employees requesting a workplace attire accommodation based on cultural beliefs shall be referred to the Division of Human Resource Management.

V. DISCIPLINARY ACTION

- A. Managers and supervisors are responsible for enforcement of and ensuring the dress code policy is applied consistently within their area of jurisdiction.
- B. Appearance outside of the guidelines set forth in this policy or a program/facility's SOP may lead to disciplinary action, up to and including termination.
- C. Any progressive disciplinary action shall be in accordance with Nevada Administrative Code Section 284.650 and DCFS Personnel Policy and Procedure Manual, Section 230.8 (Prohibitions and Penalties).
 - 1. Questions regarding the appropriate level of disciplinary action should be referred to the DCFS Human Resources.

VI. STANDARD OPERATING PROCEDURES

- A. Each facility and program shall create Standard Operating Procedures consistent with this policy, to include, but not limited to:
 - 1. Appropriate attire for each job classification.
 - 2. Documentation process for disciplinary actions.
- B. This policy shall be reviewed annually.