

POLICY AND PROCEDURES

NUMBER: 130

SUBJECT: Uniform and Grooming

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 4/26/93

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I. POLICY

The St. Louis County Department of Justice Services shall establish standards for personal appearance and uniform regulations in order to project a professional image. It is essential that each employee present a neat appearance at all times. In addition, there are certain situations that need to be avoided to ensure the safety of the officers.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. PROCEDURES

Grooming Standards: The requirements for hair grooming standards are necessary to maintain uniformity within the Department of Justice Services. Many hairstyles are acceptable, as long as they are neat and conservative. It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. All staff will comply with the hair, fingernail and grooming policy while in uniform or while in civilian clothes on duty.

Extreme, eccentric haircuts or designs cut into the hair are not authorized. If staff uses hair dyes, tints, or bleaches, they must choose colors that result in natural hair colors. Colors that detract from a professional appearance are prohibited. Therefore, staff should avoid using colors that result in an extreme appearance.

Applied hair colors that are prohibited include, but are not limited to purple, blue, pink, gold, green, orange, bright (fire-engine) red, and fluorescent or neon colors.

All personnel will maintain a high standard of dress and professional appearance. Uniforms will fit properly; trousers, pants or skirts should not fit tightly; and personnel must keep uniforms and clothing clean and serviceable and pressed.

It is the responsibility of supervisors at all levels to ensure daily compliance with this Departmental policy. Supervisors shall consider compliance with grooming and dress standards when evaluating employee job performance.

NOTE: Supervisors are expected to set the example.

A. Personal Appearance

1. Male

- a. All male employees will maintain their hair in a clean, and neat condition.
- b. In order to promote safety, uniformity and esprit de corps among custody staff and non-uniform staff, male staff will not allow their hair to fall below the center of the forehead, cover the top of the shirt collar or be more than 1/4 inch over the top of the ears.
- c. The bulk or length of the hair will not interfere with the normal wearing of the standard Department issued Emergency North Breathing Apparatus, gas mask or riot helmets.
- d. Ponytails or any other type of tails will not be allowed.
- e. Designer haircuts, (e.g., arrows, more than one part, names, initials, Mohawk, etc.) will not be allowed. The part will be one straight line; not slanted or curved.
- f. Male staff are allowed to wear braids and cornrows. These hair styles will be conservative and must be snug and close to the head. Braids will be no more than one and one half (1 ½) inch in height and width. Beads are not allowed in braids. Dreadlocks, unkempt, twisted, and matted hair are not allowed while in uniform or in civilian clothes while on duty. Hair that is clipped closely or shaved to the scalp is authorized. Mohawk haircuts are also prohibited.

- g.** Sideburns shall be neatly trimmed.
- h.** The mustache will not extend below the corners of the mouth (horizontally) unless the employee is wearing a full beard or goatee. The mustache shall be neatly trimmed. Handlebar mustaches are not authorized.
- i.** Beards and goatees will be no longer than one (1) inch in length and will be kept neatly trimmed.

NOTE: The Director will consider and may approve exemptions on a case-by-case basis relative to the length facial hair worn for religious reasons. Such accommodations may be appropriate only in cases where the employee demonstrates a religious need for a facial hair exemption (e.g. religious requirements for members of the Sikh faith). If approved, the facial hair shall be groomed in a neat and clean manner and must not interfere with the wearing of a North Escape Breathing Apparatus or any other necessary work related equipment.

- j.** Male staff are prohibited from wearing wigs or hairpieces except to cover natural baldness or physical disfiguration caused by accident or medical procedures. When worn, wigs or hairpieces will conform to the standard haircut criteria.

2. Females

- a.** All female employees will maintain their hair in a clean and neat condition.
- b.** In order to promote safety, uniformity and esprit de corps among custody staff and non-uniformed staff who have daily interaction with inmates, female staff will not allow their hair to fall below their eyebrows or be longer than the bottom of the collar in length. If the hair is longer than the bottom of the collar in length, it shall be worn rolled or in a bun at the back, in a ponytail or on top of the head.
- c.** The custody staff will not let the bulk of their hair interfere with the normal wearing of the standard Department issued Emergency North Breathing Apparatus, gas mask or riot helmets.

- d. Extensions, weaves, wigs or hairpieces are authorized while on duty; however, these additions must have the same color and general appearance as the individual's natural hair. Additionally, any wigs, extensions, hairpieces, or weaves must comply with the grooming policies set forth.
- e. Females may wear braids, cornrows or dreadlocks. These hair styles will be conservative and must be snug, worn close to the head and be worn up and pulled back. The braids will be no more than one and one half (1 ½) inch in width and five and one half (5 ½) inches in length. Beads are not allowed in braids.
- f. Braids that are not secured to the head (allowing hair to hang freely) and pigtails are prohibited.
- g. Hair holding devices are authorized only for the purpose of securing the hair. Officers will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be clear or plain and of color as close to the officer's hair as is possible. Authorized devices include but are not limited to, small, plain scrunchies (elastic hair bands covered with material), barrettes, combs, clips, rubber bands and hair bands. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to, large, lacy scrunchies, beads, bows, or claw clips; flowers, sparkles, gems, or bows made from hairpieces. Hair accessories shall not in any way jeopardize the safety or security of the staff or the facility. Hairpins and bobby pins are acceptable for female staff, but they must be concealed from view and tightly secured.

B. Uniformed Employee's Appearance

1. All employees are expected to maintain an extremely neat and clean appearance when representing the Department. Whenever the uniform is worn to or from work, it must be worn in the same manner that is expected at work.
2. Uniform shirts and pants will be clean and pressed. Although some uniforms items are made of wash and wear materials and treated with permanent-press finish, officers may need to press items to maintain a neat appearance. White shirts should be laundered to prevent yellowing.

3. Justice Services' patches shall be displayed on the left sleeve of the uniform shirts, 1½ inches below the shoulder seam. The U.S. flag shall be displayed on the right sleeve of the uniform shirts, 1½ inches below the shoulder seam. The accreditation patch will be below the flag on the right sleeve. These requirements are mandatory for all divisions, including support staff, except Transportation.
4. When reporting for duty and while on duty, shirts shall be tucked in. As referred to in B-1, when in uniform, staff will be in full uniform. The only exception is during the pregnancy of female officers. Only then, the shirt tail may be worn out, with prior approval of the appropriate Unit Manager or supervisor.
5. Department issued leather belts, black in color will be polished and maintained in good condition.
6. Slip resistant leather or vinyl shoes will be solid black in color and free from colored emblems or logos and will be polished and maintained in good condition. Canvas tennis, clogs, crocs and athletic shoes are not allowed.
7. Solid colored headgear, free from emblems, logos or advertisement may be worn while in uniform but must be removed as soon as possible upon entering buildings. However, headgear issued by Justice Services may be worn in the building and on post. Headgear must be clean, in good condition and only worn in a conventional manner with the bill of the hat straight forward. The supervisor has the discretion to determine what is appropriate and what is not.
8. Personal T-shirts will be worn under uniform shirts. They shall be white, in good condition and free from writing or pictures. T-shirts will not protrude beyond the length of the shirt sleeve.
9. Only Department issued sweaters and jackets will be worn inside the secure perimeter. Department issued sweaters and jackets will not be altered. When Department sweaters and jackets are worn, the staff member will also wear a uniform shirt.
10. White/off-white long sleeved thermal shirts are allowed with long sleeved uniform shirts, but shall not be worn under short sleeved shirts. The sleeves of the uniform shirt shall not be rolled up.
11. Socks will be solid dark or white in color.

12. Supervisors and designees will wear assigned handcuffs and pepper spray at all times. These items shall be stored in their cases unless they are being used.
13. All employees shall be in proper uniform prior to reporting to shift briefing or their designated work station, including the Hospital Post.
14. Two-way radios and Personal Duress Alarms (PDA's) will be in a holster and worn on the officer's utility belt in an accessible position, while on duty.
15. All uniformed employees (with the exception of Transportation Officers) shall wear their Department issued black name plates (C.O. II's silver name plates, C.O. III's gold name plates) centered on the right breast pocket flap. Correction Officers will also wear their Department issued metal badge over the left breast pocket in the holder provided on the officers' shirt. If an authorized outer garment, i.e. sweater is worn, the name plate and the badge (officers only) will be worn in the same area on the outer garment. **Under no circumstances shall the metal badge be carried on an officer's belt.** An employee who displays or is in possession of an unauthorized department badge will be subject to disciplinary action.

NOTE: Field Training Instructors (FTI) will be identified on the Department issued black name plate.

16. Transportation Officers will wear the Department seal, plastic pocket insert on the left breast pocket of the issued blazer. The County issued picture ID must also be worn while on duty. Transportation Officers shall carry, but not display their Department issued badge while on duty.
17. Department picture identification cards shall be carried by the officers when in uniform. The identification card shall be updated with a new photo at the discretion of the Appointing Authority. When on duty, but not in uniform, the County picture identification card must be worn with the picture facing outward.
18. Anniversary bars displaying a star for each five years of service shall only be worn directly above the right shirt pocket and centered with the name plate. Transportation Officers shall display anniversary bars above the plastic pocket insert on the left breast pocket of the department issued blazer.

19. Corrections Officer II's shall wear a silver color set of metal rank insignias and Corrections Officer III's shall wear a gold color set of metal rank insignias on each collar of the uniform shirt with the front edge of the insignia a ½ inch back from and parallel to the front edge of the shirt collar, centered between the top and bottom of the collar. A C.O. II will wear one silver color bar on each collar and a C.O. III will wear two gold color bars on each collar.
20. The wearing of any other pins or items on the uniform must be approved by the Director via the respective Unit Manager. In addition, the wearing of a Justice Services' logo patch, badge etc., on an outer garment (e.g., winter coat, etc.) must be approved by the Director of the Department.
21. The wearing of tie pins is authorized as long as the pin represents a Corrections Associations, (e.g., AJA, ACA, NABCJ, MCA, AFSCME, etc.) A small set of reproduction handcuffs is also permitted as a tie pin. *Certain U.S. Military pins are permitted at the discretion of the Director or designee.* The wearing of insignias of other law enforcement groups, (e.g., County Police, U.S. Marshals, etc.) is not permitted.]
22. To maintain a professional, well attired appearance, all uniforms and accessories will be impeccably maintained. Metal items and leather accessories will be polished. They are not to be painted, engraved or altered in any manner. Altering name tags and ID badges is also prohibited.
23. Requests for repair of uniforms and accessories necessitated by normal use shall be made to the Superintendent/Unit Manager. Damaged, other than normal use, or loss of any department items shall be reported immediately in writing to the employee's supervisor. Loss or theft of a department issued metal badge, picture identification card or accessories shall be reported immediately and may be investigated by the employee's supervisor and/or the Internal Affairs Officer. The results shall be reported in writing to the Superintendent/Unit Manager who shall forward the investigation report to the Director of Justice Services. The employee is responsible for immediately filing a police report when a badge is lost or stolen. Careless handling of uniform items or accessories may result in disciplinary action and/or replacement cost for the employee. **Employees should never leave uniform items such as badges, handcuffs or ID's in their vehicle.**

24. If Department issued item(s) are lost, the Department shall be refunded the replacement cost of the item(s) by the employee. The replacement cost shall be the current cost of the item(s).
25. All uniforms and accessories issued by the Department will remain property of St. Louis County and upon separation from the Department, it is mandatory that the employee return all items.
26. An employee may identify himself/herself as employed by the Department of Justice Services or display Department identification only when on-duty in the normal performance of duties. Any other display of the Department badge or Department identification will be investigated and disciplinary action may result if the Department identification was improperly displayed.
27. It is the responsibility of uniformed employees to be in proper attire. If an employee's uniform no longer fits due to weight change in any one year, it will become the officer's responsibility to purchase his/her own uniform and to order the correct size uniform.
28. Supervisors will inspect their assigned staff daily and at shift briefing (including floor specific shift briefing), ensuring that all staff are in proper uniform. Supervisors will document in their records, any employee dressed inappropriately. If employees are not in a complete, clean and pressed uniform, supervisors will initiate counseling forms and continue to closely monitor uniform compliance as it is essential to the professionalism of the Department staff. Utilization of other progressive corrective actions will occur if the problem continues. Custody supervisors will specify on their daily shift reports any officers who are not in uniform. Any violation of this policy may result in disciplinary action.
29. The following are the required uniforms for all uniformed employees:
 - a. Full-Time Transportation Officers

Shirt: White, long or short sleeved (issued)

Pants/Belt: Gray/Black (issued)

Blazer: Navy colored (issued)

Ties: (issued)

Name/Emblem badges On left pocket, mandatory (issued)

b. Part-Time Transportation Officers

Shirt: White, long or short sleeve (personal or issued)

Pants/Belt: Gray/Black (personal or issued)

Blazer: Navy colored (personal)

Ties: Black (issued)

ID Badges: County picture identification on left pocket, mandatory (issued)

Part-time officers may wear their full duty uniform.

Summer Uniform for Full Time Transportation Officers

Shirt: White short sleeve (issued) No supervisor's shirts will be allowed.

Pants/Belt: Gray/Black (issued)

Blazer: Navy colored (has to be worn for all trials) (issued)

Ties: (issued)

ID Badges: Picture identification on left pocket, mandatory (issued)

c. Male Corrections and Intake Service Center Officers

Shirt: Blue, long or short sleeve; Justice Services' patch on left sleeve and flag/accreditation patch on right sleeve is mandatory (issued)

Pants/Belt: Blue/Black (issued)

Ties or Dickies: Issued black tie/authorized dickie only with long sleeves

ID Badge: As described in Section B17-20

d. Female Corrections and Intake Service Center Officers

Shirt: Blue, long or short sleeve; Justice Services' patch on left sleeve and flag/accreditation patch on right sleeve is mandatory (issued)]

Pants/Belt: Blue/Black (issued)

Ties or Dickies: Issued black tie/authorized dickie only with long sleeves

ID Badge: As described in Section B17-20

e. Supervisors and Leads

Same as above, except white shirts are required. (issued)

f. Lobby Clerks, Bonding Clerks and Mailroom Clerk

Shirt: White, long or short sleeve; Justice Services' patch on left sleeve and flag/accreditation patch on right sleeve is mandatory (issued)

Pants/Belt: Blue/Black (issued)

Ties or Dickies: Issued black tie/authorized dickie only with long sleeves

ID Badge: Name plate designating post assignments along with employee's name worn directly above the left pocket

g. Warehouse Supervisor and Worker

Shirt: Blue, long or short sleeve (issued)

Pants/Coveralls/Belt: Blue/Blue/Black (issued)

ID Badge: Name plate designating post assignments along with employee's name worn directly above the left pocket.

30. When uniformed employees are attending training classes, the following attire is appropriate:

a. Uniform shirt (issued tie or authorized dickie with long sleeve), or approved dress down Department of Justice Services' shirt with department patch, approved 4/08.

b. Department issued uniform pants

- c. Slip resistant leather or vinyl shoes solid black in color and free from colored emblems or logos will be polished and maintained in good condition. Canvas tennis, clogs, crocs and athletic shoes are not allowed.

C. Non-Uniformed Employees'/New Employee's Appearance

1. Male Administrators, Managers, Division Supervisors, Corrections Case Managers, Training Specialists and Clerical staff are to wear business casual attire, unless the dress down procedures in effect. Any colored jeans, tennis shoes, t-shirts, sweatshirts, shorts, and hiking boots are examples of inappropriate attire.
2. Female Administrators, Managers, Division Supervisors, Corrections Case Managers, Training Specialists and Clerical staff will wear appropriate business attire at all times. Examples of inappropriate attire are tank tops, low cut blouses or dresses, mini dresses or skirts, sweatshirts, any color jeans, shorts or tennis shoes.
3. Solid colored headgear free from emblems, logos or advertisement may be worn but must be removed as soon as possible upon entering the buildings. County issued picture ID must be worn at all times.
4. The following is the dress code that non-uniformed employees must follow, unless the County business casual dress procedures are in effect.

a. Male Superintendent

Examples of accepted attire for male superintendents will be: business suits, dress shirts, sport coat, slacks, sweaters, neckties, dress shoes and their issued ID badge.

b. Female Superintendent

Examples of accepted attire for female superintendents will be: dress suits, dress slacks, blouses, sweaters, dresses, culottes skirts, skirts, basic pump shoes, heels, flats and their issued ID badge.

c. Male Managers, Division Supervisors, Social Workers, Training Specialists and Clerical Staff

Examples of accepted attire for the above male staff members shall be: dress suits, slacks, dress shirts, sport coat and tie, sweaters with neckties, dress shoes and their issued ID badge. When in uniform, a white shirt and gray or blue slacks and tie (with long sleeve shirts) shall be worn.

d. Female Managers, Division Supervisors, Social Workers, Training Specialists and Clerical Staff

Examples of accepted attire for the above female staff shall be: dress suits, dress slacks, blouses, sweaters, dresses, culottes skirts, skirts, basic pump shoes, heels, flats and their issued ID badges. When in uniform, a white shirt and gray or blue slacks and tie (with long sleeve shirts) will be worn.

5. New and non-uniformed employees will be required to wear the appropriate attire for training.
 - a. Business casual dress (See Section D-2 of this policy)
 - b. New uniformed employees may wear uniforms when the employee receives their full uniform.

D. County Business Casual Dress Guidelines

1. The Department of Administration has allowed County Departments to employ “business casual dress guidelines” for employees who work in an office type environment. The Appointing Authorities/designees will be responsible for assuring that employees honor these guidelines. The Department of Justice Services and/or the Department of Administration may rescind approval if the experience with the “business casual dress” is not positive.
2. Listed below is a general overview of acceptable casual clothing as well as a listing of the more common items that are not appropriate. These lists are not intended to be all-inclusive. Rather, the lists will assist in setting the general guidelines for proper “business casual dress”.

a. Slacks;

Dress pants, khakis, Dockers, Capri pants and cotton slacks are acceptable provided they are clean and wrinkle free.

Inappropriate items include sweatpants, jeans of any color, shorts, bib overalls, spandex or other form-fitting pants.

b. Shirts;

Casual shirts with collars, golf shirts, turtlenecks, mock turtle necks, long or short sleeve blouses and button down shirts are acceptable. Sweaters with a collared shirt worn underneath are acceptable. Inappropriate items include t-shirts, sweatshirts, tank tops, halter tops, tube tops, shirts with large lettering or written messages (other than a discreet logo or manufacturer's name), provocative or offensive language or pictures.

c. Dresses and skirts;

Casual dresses, jumpers, blue jean skirts, and mid-length skirts are acceptable. Inappropriate items are miniskirts, and spaghetti strap dresses

d. Jackets and suits;

Suits with matching skirts or slacks, sport coats/blazers with matching skirts or slacks are acceptable. Inappropriate items are wind suits or sweat suits.

e. Accessories;

Sweaters, vests, suspenders, belts, break-away ties, leather shoes, flats, loafers, deck shoes or dress casual sandals (female only). Inappropriate items are baseball caps, sandals, tennis shoes or athletic shoes. Flip flops are not allowed in the secure perimeter.

- 3.** Departments may not adopt more relaxed standards nor will there be any "dress down days" when attire may be even more casual, without the approval of the Appointing Authority.

E. General Procedures for All Employees

- 1.** Custody staff and Cooks shall not wear jewelry in an excessive amount. These employees may wear one (1) watch, and two (2) rings. Thin necklaces with small religious or sentimental decorative pieces may be worn under the shirt. No thick necklaces or heavy decorative pieces will be worn. Bracelets (excluding medical bracelets) shall not be worn by these employees. Female

employees may wear one (1) pair of stud/post earrings that are flush to the ear. Dangling or hoop earrings are not allowed. Earrings may not be worn anywhere other than the earlobe. Male employees shall not be allowed to wear earrings while on duty. No other type of visible body piercing is permitted.

2. Other employees who have daily contact with inmates and employees who do not have daily contact with inmates but their duties may require them to work within the secure perimeter of the jail may wear one (1) watch, one (1) necklace, one (1) bracelet, two (2) rings. These female employees may wear one (1) pair of stud/post earrings that are flush to the ear or one (1) pair of hoop earrings no larger than one half (1/2) inch in diameter. Dangling earrings or hoop earrings larger than one half (1/2) inch in diameter are not allowed. Earrings may not be worn anywhere other than the earlobe. Male employees shall not be allowed to wear earrings while on duty. No other type of visible body piercing is permitted.
3. Employees are encouraged to leave expensive and sentimental jewelry such as watches, necklaces, bracelets and rings at home. In the event that a piece of jewelry is broken in the line of duty, for example by restraining an inmate, the Department will reimburse a maximum amount of \$50.00 per allowed item.
4. Due to potential staff/inmate injuries or damage to county property, fingernails shall be no longer than 1/4 inch from the tip of the finger. This applies to Custody staff only.
5. Non-uniformed employees shall display County issued picture ID cards chest high with the picture facing outward. Only Department approved break-away lanyards will be used to display the County ID. Altering name tags and ID badges is prohibited.
6. Transportation Officers will display name/emblem badges at all times, if issued, and County issued picture ID cards will be displayed with the picture facing outward. Only Department approved lanyards will be used to display the County ID. Altering name tags and ID badges is prohibited.
7. Employees are reminded that they are not to use the Department's name or logo on personal items, (i.e., badges, T-shirts, banners, etc.) without obtaining written authorization from the Director.
8. Staff entering the secure perimeter will not wear a personal beeper/pager on their belts. The beeper/pager will be kept in the

staff member's pants pocket. Portable electronic devices including but not limited to personal digital/cellular phones, palm pilots, MP3's, walkman CD/radios are not allowed within the secure perimeter, unless there is written authorization from the Director.

NOTE: Staff members who have cell phones which have been authorized by the Director/designee are allowed to take the cell phones into secure perimeter.

9. Items such as papers, notebooks, combs, brushes, etc., will not be sticking out of uniform pockets.
10. Officers shall not carry more than two pens in their uniform shirt pockets.
11. Officers may wear the uniform with accessories driving to and from work via the most direct route from their home or job site.
12. Males are prohibited from wearing cosmetics, to include nail polish. Females may wear cosmetics if they are conservative and complement the uniform. Eccentric, exaggerated or trendy cosmetic styles and colors, to include makeup design to cover a tattoo, are inappropriate with the uniform and are prohibited. Permanent makeup such as eyebrows or eyeliner is authorized as long as the makeup conforms to the standards.
 - a. Females will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform and/or that are extreme. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, white, (bright fire engine) red, khaki, camouflage colors or fluorescent colors.
13. Tattoos or brands that are extremist, indecent, sexist or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the department.
 - a. Extremist tattoos or brands are those affiliated with depicting or symbolizing extremist philosophies, organizations or activities. Extremist philosophies, organizations and activities are those that advocate racial, gender or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin or advocate violence or other unlawful means of depriving individual rights under the US Constitution, Federal or State law.

- b. Indecent tattoos or brands are those that are offensive to modesty, decency, or propriety; shock the moral sense because their vulgar, filthy or disgusting nature or tendency to incite lustful thought or tend reasonably to corrupt morals or incite libidinous thoughts.
- c. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender but may not meet the same definition of “indecent.”
- d. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.
- e. Employees that are not in compliance will be counseled and given the opportunity to seek medical advice about the removal or alteration of the tattoo or brand.

NOTE: Alteration could mean a way of covering the tattoo or brand.

- f. Existing tattoos or brands that are visible that are not extremist, indecent, sexist, or racist will be allowed.
14. While on duty, employees are prohibited from wearing any objects inserted into an exposed body part that has been pierced. Examples include but are not limited to the tongue, nose, lips, eyebrow(s), etc. Objects include but are not limited to jewelry, posts, straw, or toothpick material.
 15. When law enforcement personnel have been killed in the line of duty black elastic bands will be worn at the authority of the Director/designee. The bands will be worn over the middle of the badge (horizontally) for the uniformed staff. The bands will be worn over the middle of the County ID (vertically) for non-uniformed staff. There may also be other special occasions identified by the Director/designee when the band will be worn.

F. Dress Down Days

1. All employees are encouraged to join Dress Down Days approved for St. Louis County Government. Transportation Officers are not allowed to participate in Dress Down Days due to the security regulations of the County Courthouse and the volume of public contact.

2. Dress Down Day for uniformed staff is on Friday for all staff normally scheduled to work that day. If uniformed staff is not normally scheduled on Friday, then their Dress Down Day would be the last day before their two (2) scheduled off-days. As such, Wednesday, Thursday or Friday will be the only days when any uniformed staff will dress-down.

NOTE: Dress Down Days for uniformed staff are approved by the Director. Uniformed staff are not required to contribute to the designated department charity to participate in Dress Down Days.

3. Clothes must not keep officers from performing their regular scheduled duties. Employees working on posts must wear a belt for proper storage of radios, handcuffs, etc. All employees must wear their County issued picture ID cards at all times while on duty. Shirts must be tucked in at all times. Appropriate attire is expected and required of all employees who participate.

a. Appropriate Attire for Officers

- (1) Approved dress down Department of Justice Services' shirt with Department patch, approved 4/08.
- (2) Department issued pants or approved double sided cargo uniform pants
- (3) Leather or vinyl shoes, and leather or vinyl tennis/athletic shoes solid black in color and free from colored emblems or logos will be polished and maintained in good condition. Canvas tennis, clogs, cros and athletic shoes are not allowed.

NOTE: When wearing jewelry on Dress Down Days, follow the procedures as stated in E-1 and E-2 of this policy.

4. Officers are reminded that the safety and the security of the officers, facility and inmates will always come first. Common sense and good judgment will be used by everyone. It is the supervisor's responsibility to ensure proper attire is worn during Dress Down Days. All Dress Down attire will be in good repair. If anyone is found not to be in proper attire, corrective action will be taken and handled the same way as if someone were out of uniform.

