

Division of Public Defender Services
Administrative Human Resources Policies & Procedures

<i>Policy # 602</i>	<i>DRESS CODE</i>
<i>Effective</i>	<i>July 2014</i>

POLICY

It is the policy of the Division of Public Defender Services to establish and solidify a professional reputation among the citizens of Connecticut. One of the ways to accomplish this is for all staff to present a professional image to the Court, clients and the public. It is important that the Court, clients and the public have trust and confidence in Division employees and that employees convey a sense of professionalism when conducting their duties and responsibilities.

The goal of these guidelines is to ensure that Division employees are dressed in a professional manner when representing the Division, which includes off-site work related responsibilities such as field investigations, jail visits, and training, unless casual dress is necessary or specifically authorized. In order to accomplish this goal and foster public confidence, employees must always appear for work in attire that is appropriate and suitable to a law office setting.

GENERAL INFORMATION

This policy is intended to describe guidelines on what is considered appropriate and inappropriate dress for our workplace. These guidelines are not intended to be all-inclusive, but rather should set the general parameters for workplace attire, and allow employees to use good judgment and common sense about items not specifically addressed.

Following are the underlying principles for this policy that employees should keep in mind when applying good judgment and common sense:

- ❖ Personal appearance and hygiene play an important role in projecting a professional image to the Court, and the clients we serve as well as the public.
- ❖ Our appearance should always reflect what is appropriate for a law office work environment.
- ❖ Our work may require us to meet with a client or members of the public on short notice and therefore all staff should be dressed and groomed appropriately at all times. Dress down days are not permitted—this applies to offices that provide attorneys with office days and to those offices not associated with a courthouse.

Appropriate Attire

Business suit with dress shirt and tie
Dress pants with dress shirt, ties and sports jacket
Dress shoes, dress boots, loafers and socks
Dresses
Suits with either slacks or skirts
Coordinated dressy separates worn with or without a blazer
Dress shoes, loafers, dress boots or dress sandals
Suit or Sports Jackets are not required while working in the office (or in the field in certain circumstances) however, an appropriate jacket must always be available and ready to wear in an employee's work area should they be required to meet with a client or member of the public or be called into court

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Inappropriate Attire

Jeans of any color
Torn, soiled, frayed or wrinkled clothing
Tank tops, midriff tops, t-shirts, halter tops, tops with bare shoulders or undershirts
Sweatshirts or sweatpants
Athletic or workout attire (including leggings, stretch pants or spandex)
Rubber flip flops/flip flop sandals
Sneakers (unless medically required and approved)
Shorts, cargo style capris or cropped pants
Skirts/dresses that are excessively short
Sundresses, beach dresses or spaghetti-strap dresses
Tight, sheer or revealing clothing of any kind

PROCEDURES

If an employee is not sure if something is acceptable attire, they should likely choose something else and then inquire with their supervisor or the Human Resources Office in the Office of Chief Public Defender for guidance and future reference. Supervisors are responsible for ensuring compliance with the dress code policy and the appearance of employees under their supervision.

If an employee is not dressed appropriately, the office head or supervisor should take the following steps after consultation with the Human Resources Office:

1. On the first occasion, an informal counseling should occur and the dress code policy should be reviewed with the employee. If the supervisor deems necessary, the employee may be sent home to change into appropriate clothing. Time spent in transit and changing into appropriate clothing will be considered work time.
2. On the second occasion, the employee should be sent home to change clothes immediately and should receive a formal counseling session. Time spent in transit and changing into appropriate clothing will not be considered working time.
3. Further violations may result in discipline in accordance with Division guidelines and procedures.

Division of Public Defender Services
Acknowledgement of Employment Policies

This acknowledges that I have received a copy of the Human Resources policies for the Division of Public Defender Services.

I understand that the official version of the Human Resources policies are in electronic form and are available for review on the Divisions intranet page.

I have been informed that the Human Resources policies and benefits are subject to change and that revisions will be posted on the Divisions intranet page. I further understand that revised policies shall supersede, modify or eliminate existing policies.

I understand that the Human Resources policies are not intended to cover each situation but represent the goals, policies, practices, benefits and expectations of the Division.

I agree to familiarize myself with the contents and comply with the policies and directives of the Division.

Employee

Date

Human Resources Staff

Date