

**San Bernardino County
Department of Behavioral Health**

Dress and Grooming Policy

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Veronica Kelley, Director

Policy The Department of Behavioral Health (DBH) requires its staff adhere to County and Department dress and grooming standards in order to promote a positive and professional image.

Purpose The purpose of the policy is to provide guidelines to staff on the standard of dress and appearance that is appropriate for all employees.

Acceptable Attire Employees are expected to wear business clothing, which is professionally appropriate to the position held. Consideration will be given for the nature of the work environment and duties performed. The following list includes acceptable attire for the workplace:

- Dresses or skirts
 - Length of dresses or skirts should be no shorter than mid-thigh when seated
- Business suits
- Capri style suits
- Slacks/trousers worn with blouses, collared shirts, collared sport shirts, dress shirts, polo shirts, sweaters and/or jackets
 - When deemed appropriate, ties should be worn
- Uniforms
 - DBH staff, specifically Storekeepers, are expected to report for duty in the departmentally assigned uniform clean and pressed
- Medical scrubs are an option for DBH staff working in specified work areas, specifically
 - Physicians working in the jails, juvenile hall, Crisis Walk-In Clinics and Arrowhead Regional Medical Center
 - Clinic Assistants working in the outpatient clinics
 - Licensed Vocational Nurses and Psychiatric Technicians working in the outpatient clinics
 - Registered Nurses working in the outpatient clinics
 - Health Information Management Assistants and Office Assistant staff assigned and working in the Outpatient Clinics' Medical Records

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Dress and Grooming Policy, Continued

Acceptable Attire, continued

- Blue denim jeans when paired with a Department-approved collared shirt bearing the County logo and Department name are permitted on casual Fridays only
 - Staff attending a meeting or training on Friday wearing jeans would not be appropriate must dress professionally in business attire
 - Denim dresses, skirts, shirts and jackets are permitted on casual Friday as long as they are not frayed, ripped or in poor condition.
- Colored denim jeans are permitted on casual Fridays only and does not have to be paired with a Department-approved collared shirt
- Sneakers/tennis shoes may be worn with jeans on casual Fridays only

All attire is expected to be clean, in good condition, and well fitting. Attire must be free of wrinkles and discoloration. Clothing with designs must be professional and appropriate. Screen printed clothing is not permitted.

Important Note: Employees shall adhere to the dress code when reporting to work, even when working overtime unless an exception has been made and approved by the immediate supervisor.

Clothing Not Permitted

Employees may not wear the following when reporting for duty. Please be advised this list may not include all items deemed inappropriate or unprofessional:

- Blue denim jeans not paired with a Department approved collared shirt bearing the County logo and Department name
 - Overalls or coveralls
 - Shorts of any type
 - Tee shirts or jerseys with graphics/screen-prints
 - Gym or sweat pants, workout wear or uncovered spandex pants/leggings
 - Spandex pants and/or leggings are permitted if paired with a dress or long blouse that covers the person's posterior
 - Shirts or dresses with spaghetti straps or strapless not covered by a jacket, blouse or other outer garment
 - Shirts that expose stomach or midriff area; halter or tube type shirts; see-through or fishnet tops
 - Low-front or low-back attire
 - Medical scrubs when not working in a specified DBH work area; and
 - Excessively tight fitting or oversized (baggy) garments
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Footwear and Accessories

All footwear and accessories are expected to be appropriate to the employee's position. The following guidelines are deemed acceptable:

- Shoes that are neat, clean, in good repair and businesslike. Examples of businesslike shoes include, but are not limited to, the following:
 - dress pumps
 - sling backs
 - mules or clogs
 - boots
 - oxfords
 - loafers
 - dock shoes or
 - sandals, open or closed toe
- Hosiery/stockings/tights in solid neutral colors
- DBH staff working in specified work areas who are permitted to wear medical scrubs and Storekeepers may wear clogs or tennis shoes only if the shoe is one solid neutral color (shoe and sole)

Important Note: Heels shall not be more than three (3) inches high when measured from the inside of the heel

The following includes a list of **unacceptable** footwear and/or accessories (list may not include all items deemed inappropriate):

- Flip-flops or thongs, which are sandals of any material with or without a heel, that are open-toed with a strap that passes between the first and second toes typically in a Y shape
 - Flip-flops or thongs are prohibited even if there is a heel strap.
- Snow boots, galoshes and/or rain boots are prohibited for work but employees may change into these boots when leaving work or change out of when arriving for duty
- Athletic footwear may only be worn if job specific i.e., DBH Storekeepers
- Bandanas, baseball caps or hats except as approved by Department Head or his/her designee
- Unprofessional hosiery/stockings/tights, including, but not limited to fishnets, stockings with seams in the back, patterned, non-neutral colors, etc.

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Tattoos, Jewelry and Make-up

In order to maintain a professional image, the following are required of DBH staff:

- Tattoos must be covered
 - The covering must be professional and subtle, not detracting from a professional appearance.
 - All facial piercing jewelry such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited
 - Body modifications such as, but not limited to, ear tapers, ear stretchers horns, bone ear expanders or transdermal implants are prohibited
 - Body and/or face painting is not acceptable
 - All jewelry worn by employees must be appropriate and does not detract from a professional appearance
 - Make-up shall be professional and tasteful
 - Make-up in extreme or bold colors are prohibited such as, but not limited to, blue or black lipstick
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Personal Hygiene

Personal hygiene is essential. The following is a list of acceptable and unacceptable hygiene standards:

- All employees must maintain a clean and presentable appearance
- Personal hygiene includes a regular/daily bath/shower, use of deodorant, and appropriate oral hygiene
- Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others
- Employees are expected to maintain appropriate and professional hairstyles:
 - Beards, sideburns, and mustaches must be clean and neatly groomed
 - Hair must be properly restrained for its length and job assignment
 - Hair coloring should be within the range of natural hair colors: blonde, brunette, black, red, gray, or white

Important Note: Employees should be aware that others, including clients might be sensitive to perfumes, body washes, body splashes, aftershave, or colognes one wears. These scents may be offensive and cause respiratory distress in persons with allergies, asthma, etc.

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Identification (ID) Badge

For consistency and security reasons, DBH employees shall ensure the following occur regarding their approved County ID badge:

- Physically have on his/her person
 - In accordance with DBH Policy BOP3025 and Procedure BOP3025-1 regarding Facility Physical Security and Access Control Procedures, employees shall immediately notify their direct supervisor when missing, lost or stolen
- Wear in plain view (at waist level or above) at all times while on duty
- Display photo side facing out
 - Except where specifically exempted or prohibited by the employee's department due to a safety issue, or
 - In the case where wearing an identification badge will interfere with the execution of the employee's duties

Important Note: Employees shall not wear their County ID badge after hours for the purposes of engaging in any non-work related activities.

Responsibilities and Procedures

To ensure staff are aware of and compliant with the DBH Dress and Grooming Policy, the following activities shall be completed:

- Each new employee shall receive a copy of the policy during DBH New Employee Orientation
- Each new employee is required to sign the Standards for Dress and Grooming Acknowledgement Form verifying that the policy has been read and understood
- Employees shall exercise prudent judgment when reporting to work regarding their choice of attire, footwear and accessories as nothing shall be offensive to clients or other employees
- Deputy Directors, Program Managers and Supervisors are responsible for explaining and enforcing the Dress and Grooming Policy
- The Department Director or designee has the sole discretion to determine what is appropriate business or casual attire
- Employees who report to duty and are non-compliant with the dress and appearance policy may be sent home to change without compensation
- Supervisors and Managers shall exercise prudent judgment when requiring staff to change clothing

Important Note: Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including termination of employment.

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Exceptions Exceptions can be made at the department level by the Department Head or designee due to the nature of work, special events, casual Fridays and departmental clean-up days. Staff who are participating in occasional therapeutic program oriented activities such as client outings and activities, certain in-service staff training programs, i.e., CPR training, or other such events as part of their workday may wear denim jeans and athletic footwear as appropriate and upon approval from the immediate supervisor.

Consideration will be taken for deviations from standards for the following reasons, as defined by applicable law, on a case-by-case basis with the applicable chain of command and Human Resources Officer:

- Religious beliefs
- As a reasonable accommodation due to a medical condition, when accompanied by an appropriate medical note

Important Note: Staff requesting an accommodation or exemption should contact their immediate supervisor. DBH is an equal opportunity employer and is fully committed to the principle of nondiscrimination in all employment related practices and decisions.

Enforcement Issues The Department Head or designee and/or the Department's Human Resources Officer will review issues or disagreement arising out of the enforcement of this Dress and Grooming Policy.

Related Policy San Bernardino County Policy Manual: Standards of Dress and Grooming (No. 17-16)
