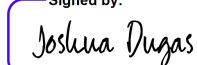




Dress and Grooming Policy

Effective Date 01/24/2024
Revision Date 06/18/2026

Signed by:

Joshua Dugas, MBA, REHS, Acting Director

Policy It is the policy of the Department of Behavioral Health (DBH) to require workforce members to adhere to County and Department dress and grooming standards in order to promote a positive, professional image and work environment.

Purpose The purpose of this policy is to outline the standards of dress and appearance required of all DBH workforce members (including permanent or temporary status, volunteers, interns, residents, contract members, etc.).

Acceptable Attire DBH workforce members must wear business clothing that is professionally appropriate to their position. 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 cannot be 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 workforce members, specifically Storekeepers, are expected to report for duty in the Department-assigned uniform - clean and pressed.
- Medical scrubs are an option for DBH workforce members working in specified work areas, including:
 - Physicians working in the jails, juvenile hall, Crisis Walk-In Clinics and Arrowhead Regional Medical Center;
 - Clinic Assistants working in outpatient clinics;
 - Licensed Vocational Nurses and Psychiatric Technicians working in outpatient clinics;
 - Registered Nurses and Nurse Practitioners working in outpatient clinics, and
 - Health Information Management Assistants and Office Assistant workforce members assigned and working in outpatient clinics' chartrooms and/or at DBH Medical Records.

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Dress and Grooming Policy, Continued

Acceptable Attire, continued

- Denim jeans when paired with a professional/business appropriate shirt are permitted on casual Fridays and the first Wednesday of each month, referred to as “casual days” herein.
 - DBH workforce members attending an external meeting or training on casual days must dress professionally in business attire.
 - Denim dresses, skirts, shirts and jackets are permitted on casual days, as long as they are not frayed, ripped, or in poor condition.
- Denim jeans and sneakers may be worn on “spirit days” when paired with a professional/business appropriate shirt.
 - DBH workforce members attending an external meeting or training on spirit days must dress professionally in business attire.
 - Denim dresses, skirts, shirts and jackets are permitted on spirit days, as long as they are not frayed, ripped, or in poor condition.
- Sneakers/tennis shoes may be worn with jeans on both casual and spirit days **only**.
- Tee shirts or jerseys with graphics/screen-prints may be worn on spirit days only, when indicated in the applicable Department-wide “Spirit Days” web-blast.
- All attire must be clean, in good condition, well fitting, free of wrinkles, holes, and/or discoloration.
- Clothing with designs must be professional and appropriate. Screen printed clothing is **not** permitted.

Note: DBH workforce members 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

DBH workforce members may **not** wear the following when reporting for duty, except for spirit days, as indicated below. (Note, this is not a comprehensive list and may not include all items deemed inappropriate or unprofessional):

- Denim jeans except for casual days and spirit days.
 - Overalls or coveralls.
 - Shorts of any type.
 - Tee shirts or jerseys with graphics/screen-prints, except for applicable spirit days.
 - Gym or sweatpants, 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, halter, or strapless not covered by a jacket, blouse or other outer garment.
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Dress and Grooming Policy, Continued

Clothing Not Permitted, continued

- 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 referenced on page one (1) of this Policy; 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 workforce member's position. The following guidelines are deemed acceptable:

- Shoes that are neat, clean, in good repair and are 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
 - sandals, open or closed toe ("flip-flop" style sandals are not permitted)
- Hosiery/stockings/tights in solid neutral colors.
- DBH workforce members working in specified work areas who are permitted to wear medical scrubs and Storekeepers may wear clogs or sneakers/tennis shoes *only if* the shoe is a neutral color (e.g. black, brown, dark blue, tan, etc.).

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; this list is not exhaustive of all items deemed inappropriate:

- Flip-flops or thongs (even if there is a heel strap), 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)
 - Snow boots, galoshes and/or rain boots are prohibited for work (workforce members 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 and field-based programs)
 - Bandanas, baseball caps or hats except as approved by DBH Director or designee.
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Dress and Grooming Policy, Continued

Footwear and Accessories, continued

- Unprofessional or distracting hosiery/stockings/tights, including, but not limited to fishnets, stockings with back seams, bold and busy patterned designs, non-neutral colors, etc.
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Optional Apparel for Field Based Programs

Field-based programs have the option to wear varied footwear and accessories due to the nature of their duties, including exposure to various weather conditions and outdoor environmental factors.

With the approval of their Program Manager, DBH field-based program workforce members, have the option to wear the following:

- Department-issued baseball style cap (neutral color) with the “San Bernardino County – DBH” logo on the front
- Close-toed tennis shoes in a neutral color (e.g. black, brown, dark blue, tan, etc.) with neutral-colored laces and soles are permitted.

Field based program workforce members who elect to wear optional head and footwear will be expected to:

- Adhere to the DBH Dress Code Policy when they anticipate either a full or partial day attendance at departmental meetings and/or trainings in the community.
- Remove Department-issued cap when on site inside a County and/or community operated facility/building.
- Remove Department-issued cap for all non-work-related activities.

Note: Program participation in this optional dress code is based on program funding availability to cover the cost for the Department issued standard head covering.

Tattoos, Jewelry and Make-up

The following standards apply to DBH workforce members tattoos, jewelry and make-up:

- Tattoos on the head, face, or neck must be covered.
 - All other tattoos may be visible, as long as they do not depict images or words that promote drug use, gang activity, hate, racism, profanity, or violence, or may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures, or words.
 - Reasonable effort must be taken to cover any tattoos when providing service directly to members of the public, including members and family members.
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Dress and Grooming Policy, Continued

Tattoos, Jewelry and Make-up, continued

- Nose piercing(s) are allowed (not to exceed 2mm – stud only)
 - Tongue piercing(s), eyebrow piercing(s), lip piercing(s), or any other facial piercing(s) jewelry are prohibited.
- Body modifications such as, but not limited to, ear tapers, ear stretchers horns, bone ear expanders or transdermal implants are prohibited.
- Any non-conforming piercing insert shall be removed, covered, or replaced with a clear insert.
- Body and/or face painting is not acceptable.
- All jewelry worn by workforce members must be appropriate and align with a professional appearance.
- Make-up shall be professional and tasteful.
 - Extreme or bold colors are prohibited such as, but not limited to, blue or black lipstick.

Note: Exception to the above may be made by the Department Director or designee.

Personal Hygiene

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

- All workforce members 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, outside of worksite premises, out of consideration of others.
- Maintain professional hairstyles and grooming:
 - 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.
 - Hair patterns should be within the range of natural hair patterns (e.g. leopard, tiger, polka dot, striped patterns, etc.).

Note: DBH workforce members should be aware that others, including members, might be sensitive to applied perfumes, body washes, body splashes, aftershave, or colognes. These scents may be offensive and cause respiratory distress in persons with allergies, asthma, etc., therefore they are to be applied moderately outside of worksite premises.

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Dress and Grooming Policy, Continued

Identification (ID) Badge

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

- Physically have on their person
 - In accordance with DBH Facility Physical Security and Access Control Policy (BOP3025) and Procedure (BOP3025-1), workforce members shall immediately notify their direct supervisor when ID badge is 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 member's department due to a safety issue, or
 - In the case where wearing an identification badge will interfere with the execution of the workforce member's duties

Note: DBH workforce members shall not wear their County ID badge or any clothing displaying County logos while off duty or engaged in non-work-related activities.

Exceptions

Exceptions may be made by the Department Director or designee due to the nature of work, special events, spirit days, casual days (Fridays and first Wednesday of the month), departmental clean-up days, disasters and/or emergencies, etc. DBH workforce members who are participating in occasional therapeutic program-oriented activities, such as member outings and activities, certain in-service staff training programs (i.e., CPR/First Aid training, etc.), or other 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 Business Partner (HRBP):

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

Note: DBH workforce members requesting an accommodation or exemption should contact their immediate supervisor. DBH is an equal opportunity employer and is fully committed to the principle of non-discrimination in all employment related practices and decisions.

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Dress and Grooming Policy, Continued

Enforcement Issues

The Department Director or designee and/or the Department's HRBP will review issues or disagreements arising out of the enforcement of this Dress and Grooming Policy.

Related Policy

[San Bernardino County Policy Manual](#)

- Standards of Dress and Grooming: No. 07-16
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