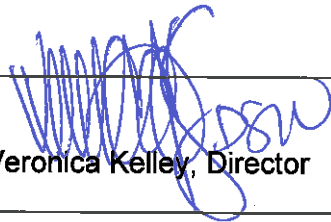


**San Bernardino County
Department of Behavioral Health**

Dress and Grooming Policy

Effective Date 05/94
Revision Date 10/30/2018


Veronica Kelley, Director

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

Purpose The purpose of this policy is to provide guidelines on the standards of dress and appearance appropriate for all employees.

Acceptable Attire Employees must wear business clothing that 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 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 staff, specifically Storekeepers, are expected to report for duty in the Department-assigned uniform clean and pressed
- Medical scrubs are an option for DBH staff 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 working in outpatient clinics
 - Health Information Management Assistants and Office Assistant staff 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

- 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 must dress professionally in business attire (may not wear jeans)
 - 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 do 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 must be clean, in good condition, well fitting, 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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Dress and Grooming Policy, Continued

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 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
- 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 (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 DBH Director or his/her designee
- Unprofessional hosiery/stockings/tights, including, but not limited to fishnets, stockings with back seams, patterned, non-neutral colors, etc.

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Dress and Grooming Policy, Continued

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. Field-based programs include Community Crisis Response Team (CCRT), Recovery Based Engagement Support Teams (RBEST), Homeless and Outreach Support Teams (HOST), and Triage and Engagement Support Teams (TEST).

With the approval of their Program Manager, DBH field-based program staff, 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 solid black tennis shoes with black soles and laces

Field based program staff who elect to wear optional head and foot wear 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

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

- Tattoos must be covered
 - 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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Dress and Grooming Policy, Continued

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 consideration of others
- 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 applied perfumes, body washes, body splashes, aftershave, or colognes. These scents may be offensive and cause respiratory distress in persons with allergies, asthma, etc.

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 Facility Physical Security and Access Control Policy (BOP3025) and Procedure (BOP3025-1) , employees 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 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.

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Dress and Grooming Policy, Continued

- 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
 - 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.

Exceptions Exceptions may be made by the Department Director or designee due to the nature of work, special events, casual Fridays, departmental clean-up days, disasters and/or emergencies, etc. 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 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 (HRO):

- 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.

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Dress and Grooming Policy, Continued

Enforcement Issues The Department Director or designee and/or the Department's HRO 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](#)