



**MARK S. INCH
SECRETARY**

PROCEDURE NUMBER: 208.003

**PROCEDURE TITLE: DRESS CODE FOR NON-UNIFORMED
EMPLOYEES**

RESPONSIBLE AUTHORITY: OFFICE OF HUMAN RESOURCES

EFFECTIVE DATE: MARCH 5, 2021

INITIAL ISSUE DATE: APRIL 14, 2000

SUPERSEDES: PPD 4.06.01

RELEVANT DC FORMS: DC2-810B

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: SECTIONS 20.315, AND 944.09, F.S.

FLORIDA ADMINISTRATIVE CODE: RULE 33-208.101, F.A.C.

PURPOSE: To establish a dress code which will ensure professional appearance of all staff while performing official duties. This includes Senior Management Service (SMS), Selected Exempt Service (SES), Career Service, Other Personal Service (OPS), and Contract employees.

DEFINITIONS:

NONE

SPECIFIC PROCEDURES:

- (1) All non-uniformed employees and contracted employees must dress in either standard business dress or business casual dress. Unless as provided for in section (8), no denim clothing or clothing made from material designed to look like denim will be worn.
- (2) All non-uniformed employees will be required to wear standard business dress for meetings in the Capitol, court appearances, conducting training, meetings with other agencies, attending formal training outside of the Department, or other places where standard business dress is expected unless otherwise specified. Male employees will also be required to wear a coat or jacket in the previously mentioned business settings. Staff should be mindful of her/his position within the agency when determining whether to wear standard business dress or business casual dress.
- (3) All non-uniformed employees may wear summer casual dress as defined in section (7) of this procedure May 1 through September 30.

(4) **DRESS CODE REQUIREMENTS:**

- (a) Employees who are at the Assistant Bureau Chief level and above, department heads in institutions, and Community Corrections' supervisors will wear standard business dress except as provided elsewhere in this procedure. **All other Career Service and non-uniformed employees may wear business casual dress, unless otherwise instructed by her/his supervisor.**
- (b) **Standard Business Dress for Females:** Standard business dress for females will be clean and neatly pressed and includes:
 1. suit;
 2. skirt (no shorter than three inches above the top of the knee) and blouse; or
 3. slacks and blouse;
 4. dress (no shorter than three inches above the top of the knee);
 5. dress sweaters may be worn with or instead of a blouse;
 6. dress shoes (includes dress mules) or open-toe dress sandals; however
 7. blouses or dresses that are strapless, backless, or have spaghetti straps will not be worn.
- (c) **Standard Business Dress for Males:** Standard business dress for males will be clean and neatly pressed and includes:

1. a suit with dress shirt or a suit jacket (spezzato style) or sports coat with dress pants and dress shirt (either long or short sleeved);
2. a neck tie will be worn during all formal meetings with non-Departmental employees and at external meetings (i.e. court appearances, negotiations, etc.); and
3. socks and dress shoes.

(d) **Business Casual Dress for Females:** Business casual dress for females includes:

1. dress or split skirt (no shorter than three inches above the top of the knee);
2. capri pants;
3. slacks;
4. shirt, blouse, or sweater, including a polo or dress shirt with or without an embroidered Department logo or badge; and
5. strapless, backless shoes (dress sandals, mules, clogs, appropriate for business casual dress) are permitted; however
6. blouses or dresses that are strapless, backless, or have spaghetti straps will not be worn.

(e) **Business Casual Dress for Males:** Business casual dress for males includes:

1. slacks or casual slacks;
2. a collared shirt, including a guayabera, polo or dress shirt with or without an embroidered Department logo or badge;
3. a blazer, button-up or pull over sweater; and
4. socks and casual shoes such as leather boat shoes may be worn.

NOTE: Shirts will be neatly tucked into slacks at all times. An exception will be permitted for polo, guayabera, and other shirts or blouses designed not to be tucked in.

(f) The following items of clothing are not permitted under any circumstance:

1. sweat shirts or pants (except for those staff participating in defensive tactics training);
2. warm-up suits;
3. tank tops (unless worn under appropriate clothing);
4. leggings (unless worn under long tops or dresses no shorter than three inches above the knee or mid-thigh);
5. t-shirts [except for game-day sports shirts as described in section (8)];
6. sheer or see-through material;
7. excessively low-cut, short, or tight-fitting clothing;
8. clothing that exposes an employee's midriff, waistline, or lower back when seated, bending over, or during any other movement;
9. beach sandals (i.e., rubber/leather sandals loosely fastened to the foot by a thong), flip flops, or bedroom type slippers;
10. low-rise pants of any type or style (women may wear slacks that fit just below the waist);
11. Non-Departmental clothing, caps/hats, and masks/face coverings with slogans, logos, or graphics;
12. stylishly torn, stained, or frayed clothing; or
13. slacks that are not hemmed or drag on the floor.

- (g) Clothing will be clean and neatly pressed.
- (h) Staff qualifying or maintaining qualification for firearms will refer to “Firearms Training,” Procedure 209.301, concerning appropriate dress while on a range.
- (i) Proper undergarments will be worn and will not be visible.
- (j) Earrings will be the only visible body piercing permitted.
- (k) Embroidered Department logo or plain hats may be worn as appropriate (i.e., Berets, Flat Caps, Fedoras, Stetsons, Panama, Bowler, etc.). Baseball caps or snapbacks, unless embroidered with Department logo, are not appropriate for business attire. Hats worn must be neat, clean, and professional in appearance.
- (l) Embroidered Department logo or plain face coverings may be worn as appropriate. Face coverings may include a disposable mask, cloth mask, neck gaiter, scarf, or clear face shield. Cloth face coverings and clear face shields may be worn together.
- (m) All staff will be expected to adhere to grooming standards as referenced in Rule 33-208.101, F.A.C.
- (n) In those situations, when an employee’s job necessitates working in an environment that does not require standard or business casual dress, the Bureau Chief, Warden, or Circuit Administrator may approve more casual dress.

(5) **COMMUNITY CORRECTIONS DRESS CODE EXCEPTIONS:**

- (a) Community Corrections’ supervisors may dress in business casual attire when not in court or official meetings with outside agencies.
- (b) Cargo pants or BDU (battle dress uniform) type pants may be worn by male or female Probation Officers. Community Corrections supervisors and officers may wear cargo pants, BDU type pants, or jeans while participating in conducting searches of offender residences or while participating in planned compliance initiatives.
- (c) Cargo pants and BDU type pants will not be worn during court appearances or meetings/training with outside agencies other than law enforcement agencies. The cargo pants or BDU pants worn by staff will be of solid brown, khaki, blue, or black material (no prints), neatly pressed, and professional in appearance. Staff may wear tucked in polo shirts and appropriate, coordinated socks and shoes with the cargo or BDU pants, including plain black leather sneakers or plain-toe military style or lightweight law enforcement type boots. The cargo pants or BDU pants will be worn outside the boots, not bloused or tucked into the boots.

(6) **DRESS CODE ENFORCEMENT:**

- (a) Supervisory staff at all levels will ensure that:
 - 1. non-uniformed employees are instructed on the dress code, and
 - 2. employees are appropriately dressed for work.

- (b) The Office of Human Resources is responsible for furnishing a copy of this procedure to all new employees.
 - 1. The “Receipt for Rules, Procedures, or Policies (New Employee),” DC2-810B, will be signed by the employee and placed in the employee’s personnel file.
 - 2. Supervisors are responsible for keeping abreast of revisions to the dress code through the Department’s intranet web site, and will ensure their staff members are informed of changes as they occur.
 - (c) An employee who has questions regarding the dress code should discuss any issues with her/his supervisor before wearing questionable clothing to work.
 - (d) When a non-uniformed employee in an institutional setting wears something that appears to violate this procedure, the control room staff will:
 - 1. refuse the employee entry into the facility; and
 - 2. call the employee’s supervisor for direction.
 - (e) An employee who is dressed inappropriately will be sent home to change clothes before returning to her/his workstation. An employee who is sent home to change into appropriate dress shall use accrued annual or compensatory leave during her/his period of absence. An employee who does not have sufficient leave to cover the time away from work shall be placed in leave without pay status. If the employee fails to return to work, s/he will be subject to disciplinary action.
 - (f) Any employee who does not comply with the Department’s dress code will be subject to disciplinary action.
- (7) **SUMMER DRESS**: Employees who are at the Assistant Bureau Chief level and above, department heads in institutions, and Community Corrections’ supervisors may wear summer dress during the period of May 1 through September 30.
- (a) Males may wear slacks or casual slacks and a polo type shirt with collar to include, but is not limited to, shirts with or without an embroidered Department logo or badge.
 - (b) Females may wear slacks or a skirt with a polo type shirt.
 - (c) Employees will be required to wear standard business dress for formal meetings or other places where standard business dress is expected unless otherwise specified. Male employees will also be required to wear a coat or jacket in the previously mentioned business settings.
 - (d) Staff should be mindful of their positions with the agency when determining whether to wear standard business dress or summer dress during the summer dress period.
- (8) **SPECIAL DRESS DAY**: Friday will be designated as special dress day, unless otherwise noted. Employees who are at the Assistant Bureau Chief level and above, and department heads in institutions, and Community Corrections’ supervisors may participate in Special Dress Day.

- (a) **Special Dress Day for Females:** Special dress day for females includes:
1. a dress,
 2. casual slacks,
 3. capri pants,
 4. jeans (clean and without holes),
 5. skirt,
 6. sport shirt with or without a collar or polo style shirt,
 7. blouse, and
 8. clean casual or athletic shoes.

- (b) **Special Dress Day for Males:** Special dress day for males includes:
1. casual slacks,
 2. jeans (clean and without holes),
 3. sport shirt with or without a collar or polo style shirt, and
 4. clean casual or athletic shoes.

NOTE: Shirts will be neatly tucked into slacks at all times. An exception will be permitted for polo style shirts, guayabera, and other shirts or blouses designed not to be tucked in.

- (c) The Secretary’s Office may provide notifications of casual days. Uniformed staff will refer to “Correctional Officer Uniform Requirements,” Procedure 602.043, for instructions regarding special dress days.

(9) **Grooming Standards:** All Department employees shall adhere to the grooming standards set forth in Section 33-208.101, F.A.C., while performing official duties.

- (a) Employees’ hair will be neat, clean, trimmed, and present a groomed appearance.
- (b) If hair is dyed or highlighted, only colors that grow naturally to include black, brown, blonde, auburn, red, grey, and white, will be permitted. Hair that is purple, pink, blue, yellow, or green are prohibited.
- (c) Any employee choosing to have hair color inconsistent with this procedure or Section 33-208.101, F.A.C., may be given a lawful order to change her/his hair color to a natural color.
- (d) Failure to comply with the Department’s grooming standards may result in disciplinary action.



Chief of Staff