

County of San Bernardino
Department of Behavioral Health

Dress and Grooming Policy

Effective Date 5/94
Revision Date 09/02/09



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health (DBH) to have its staff adhere to County and Department dress and grooming standards in order to promote a positive and professional image to clients.

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

- Clothing Permitted**
- Employees who wear uniforms are expected to report for duty in the departmentally assigned uniform. Uniforms are expected to be clean and pressed.
 - Employees who are not required to wear uniforms are expected to wear business clothing appropriate to the position held. Attire is expected to be clean, pressed and well fitting.
 - Acceptable attire for women includes dresses, skirts, Capri style suits, or slacks/trousers worn with blouses, sweaters and/or jackets. The length of dresses or skirts should be no shorter than mid-thigh when seated.
 - Acceptable attire for men includes suits, slacks/trousers worn with collared shirts, collared sport shirts, dress shirts, polo shirts, sweaters and/or jackets. When deemed appropriate, ties should be worn.
 - Blue denim jeans are permitted only on casual Fridays when paired with a Department approved collared shirt bearing the County logo and Department name.
 - Black denim jeans are permitted only on casual Fridays.
 - Clothing must be clean, in good condition, free of designs and discoloration and must not be frayed in any way.
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Clothing Not Permitted

The list below is an example of clothing that is **not** permitted. It may not include all items deemed inappropriate. Employees may **not** wear the following:

- 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 including logos related to team sports
 - Gym or sweat pants, workout wear, uncovered spandex pants/leggings
 - Shirts or dresses with spaghetti straps unless 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
 - Excessively tight fitting or oversized (baggy) garments
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Footwear and Accessories

All footwear is expected to be appropriate to the employee's position:

- Shoes are to be neat, clean and in good repair.
- Heels should not be more than three inches high.
- Sandals of any material, which are commonly referred to as flip-flops or thongs, are prohibited.
- Employees may **not** wear athletic footwear unless it is job specific (i.e., storekeepers) or required medically.
- No bandanas or baseball caps are allowed except as approved by the department head.

Important Note: Athletic shoes are prohibited on casual Fridays.

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Tattoos and Jewelry

- Tattoos must be covered.
 - All jewelry worn by employees must be appropriate so it does not detract 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.
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Personal Hygiene

- All employees must maintain a clean, presentable appearance.
 - Personal hygiene includes a regular 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.
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County Identification

Each employee will have and wear an approved County Identification badge at all times while on duty, 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.

Responsibilities and Procedures

- Each new employee will receive a copy of this policy during orientation.
 - All employees will be required to sign the [Standards for Dress and Grooming Acknowledgement Form](#) verifying that the policy has been read and understood.
 - Deputy Directors, Program Managers and Supervisors are responsible for explaining and enforcing the Dress and Grooming Policy.
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Responsibilities and Procedures
(continued)

- Employees who report to duty and are non-compliant with the dress and appearance policy may be sent home to change without compensation.

Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including dismissal.

Exceptions

Exceptions can be made at the department level by the department head 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.

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 Policies

County of San Bernardino Policy Manual 06-16, [Standards of Dress and Grooming](#)
