



PATRICIA S. PLOEHN, LCSW
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

July 13, 2010

To: All DCFS Staff

From: Patricia S. Ploehn, LCSW
Director

Board of Supervisors
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REVISED IMPLEMENTATION OF DEPARTMENTAL DRESS CODE POLICY CONSISTENT WITH COUNTY CODE SECTION 5.72.010 AND COUNTYWIDE PPG 512 – PROFESSIONAL APPEARANCE IN THE WORKPLACE

The attached revised policy is being issued in accordance with County Code section 5.72.010 and the Countywide Policies, Procedures and Guidelines (PPG) 512, Professional Appearance in the Workplace.

This revised policy is intended to:

- Foster respect and earn the confidence of our customers, the public, vendors and fellow employees.
- Promote a positive work environment and limit distractions.
- Ensure safety and security while working.

It should be noted that the DCFS directive establishes every Friday as a business casual day and expands the County-wide Department of Human Resources policy as it relates to the "exception" of wearing denim pants or jean-style pants of any color by employees, under this specific condition.

In an effort for employees to bridge into the revised policy, the effective date of the revised policy will be **July 15, 2010**.

Any questions regarding this revised policy should be directed to Wanda Hazel, Departmental Human Resources Manager III, at (213) 351-5535.

PSP:CMM
WH:LBC:lbc

Attachment