

**MANAGEMENT DIRECTIVE**  
**DRESS CODE POLICY**  
**PROFESSIONAL APPEARANCE IN THE**  
**WORKPLACE: DCFS GUIDELINES**

**Management Directive #10-02 (REV)**

Date Issued: **12/24/24**

- New Policy Release
- Revision of Existing Management Directive MD 10-02REV DCFS Dress Code Policy Professional Appearance in the Workplace: DCFS Guidelines, dated 07/13/20 effective date 02/12/24.

**Revision Made:** This Management Directive has been revised based on the Human Resources Administrator's memo to staff dated 02/12/24, which added language that "This policy applies to all employees attending virtual meeting settings and/or when reporting to the office in person."

Cancel: None

**POLICY STATEMENT**

This policy is to clarify County Code 5.72.010. County Employees are required to wear clothing suitable to their occupations, as may be determined by their respective Department Heads. Employees shall furnish and maintain in suitable and appropriate condition such clothing and associated articles at their own expense except as otherwise expressly provided by the Board of Supervisors. Employees should maintain a neat and professional appearance in the performance of their duties. This policy applies to all employees attending virtual meeting settings and/or when reporting to the office in person.

**GUIDELINES**

County departments provide a wide variety of programs and services and the professional image of our workforce is critical to fostering public confidence and providing "effective and caring service." Therefore, these guidelines on professional appearance are intended to do the following:

- 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.

The County of Los Angeles respects the diversity of its residents and its workforce. This policy provides guidelines on dress and appearance appropriate to the nature of the work environment, nature of work performed, involvement with the service provided to the public, and/or other circumstances or business needs as defined by the Department Head.

Employees are expected to abide by the following standards:

- Employees shall present a neat, clean and professional appearance in their performance of duties at all times based on employees' assignment and/or work location.
- Employees must dress in a manner that will not hinder their ability to effectively complete their work assignments, including consideration of the communities served, customer expectations, business needs or standards of the department and the employee's safety.
- Employees are expected to practice personal hygiene that does not interfere with the public and/or co-workers in their work environment.
- Employees should be mindful of, and dress appropriately for, special events, meetings and appointments with customers.
- Official photo identification badges and uniforms (where applicable) should be worn in the performance of County business and in all County facilities in order to identify employees as legitimate County representatives.
- Employees shall abide by specific dress requirements intended to ensure job-related safety such as when operating equipment or machinery, working with potentially dangerous chemicals, or for public health consideration.
- The standard above also applies to any virtual meeting settings.

Except as noted or approved by the Department Head, employees **may not** wear the following items:

- T-shirts or clothing articles that may create a hostile or abusive work environment, such as sexually suggestive cartoons, pictures or words;
- Denim pants or jean-style pants of any color;
  - *Exception - Denim pants or jean style pants of any color may be worn, due to the nature of the work performed, by employees who work in the field conducting visits with children at homes and schools; Information Technology staff who install equipment and cables; and, staff who work in stock rooms moving and organizing supplies and/or assembling and repairing equipment.*
  - *Exception – Every Friday shall be a business casual day and staff may wear jeans that are appropriate for the workplace. Appropriate*

***denim jeans, dresses, skirts, shirts, vests, jackets, or pants must not be faded, frayed, ripped, torn, over-sized or have logos.***

- Pants below the waistline or low-rise pants showing undergarments;
- Low front tops, halter tops, bare midriffs;
- Beach styled flip-flop sandals;
- Athletic wear, e.g. gym or sweat pants, leggings, jogging outfits, shorts, spandex, worn during work hours;
  - *Exception - Athletic wear may be worn during break time for walking, running, etc.*
- Torn, frayed or ripped clothing;
- Excessively tight fitting or oversized (baggy) garments;
- Visible excessive number of earrings and/or studs; no nose, eyebrow, lips, tongue rings and/or studs;
- Tattoos must be reasonably covered (*with exception for cultural or religious purposes*).

Exceptions to this policy may be made by the Department Head in circumstances such as County or Department-sponsored events, special occasions, seasonal weather changes, and business-casual days, but may also be made based on requests for reasonable accommodation (e.g. religious, cultural, disability, etc.).

### **DRESS POLICY ENFORCEMENT**

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. Therefore, depending on the nature of the work environment, nature of work performed, involvement with the public or other circumstances, there may be some differences in dress guidelines. Consistent with this policy, exceptions can be made at the department level by the Department Head with approval from the Director of Personnel due to the nature of the work, special events, and business casual days. Employees who report to work and are not in compliance with this policy may be sent home to change and return to work, unless some other remedy can be arranged, such as an employee putting on a jacket.

Any questions regarding this dress policy within the department should be directed to Human Resources Division, Employee Relations.

### **AUTHORITY**

County Code, Title 5 Personnel, Section 5.72.010 – Suitable clothing to be worn.  
County Code Section 5.04.090  
County of Los Angeles Policies, Procedures and Guidelines 512