



Juvenile Justice Services (JJS) Policies and Procedures (P&P)

Title Professional Attire and Grooming Standards – Facilities

Category Administration and Management (Human Resources and Training Plan)

Procedure # P.16.12 A

Table of Contents

1	Overview Statement (Policy)
2	Purpose
3	Uniformed Employees (Youth Care Specialists)
4	Medical Providers
5	Tops
6	Bottoms
7	Shoes
8	All Facility Employees
9	Court Hearings and Legislative Activities
10	Transports, Training Sessions, and Other Exceptions
11	Prohibited Attire
12	Personal Grooming Standards
	Hair
	Scents
	Tattoos
	Jewelry
13	Consequences of Noncompliance
14	Issue Date
15	Effective Date
16	Replaced Procedure
17	Applicable Policy (Regulation)
18	Authorizing Signatures

1 Overview Statement (Policy)

JJS employees, contract and service providers, volunteers, student interns, and visitors shall present a professional and appropriate appearance while on JJS property. In addition, the JJS Director may establish reasonable dress (attire and grooming) standards that are set forth clearly in procedure or memorandum. (NMAC 8.14.16.12)

2 Purpose

2.1 This Procedure establishes required attire and grooming standards for all individuals who provide client services and programming.

2.2 Additionally at every facility, it is the facility management's responsibility to ensure that the attire (and grooming) of all individuals who provide client services and programming are worn in

consideration of professionalism and safety and are appropriate for the environment in which they work.

3 Uniformed Employees (Youth Care Specialists)

- 3.1 All Youth Care Specialists (YCSs), including Is, IIs, and Supervisors, are considered uniformed employees. In addition to following the standards of this Procedure they must wear JJS-issued shirts.
- 3.2 JJS-issued shirts must be the correct size and cannot be altered. Employees are permitted to wear shirts underneath their JJS-issued shirts. Undershirts must be solid, neutral colors and cannot display graphics, logos, or text.
- 3.3 When uniformed employees wear jackets (in the building or on grounds), they must wear JJS-issued jackets as their outer layer.
- 3.4 Employees may not wear JJS-issued attire off duty other than during their commute to and from work and during their lunch breaks. Employees in uniform must be mindful that they represent CYFD/JJS and must adhere to the Code of Conduct.

4 Medical Providers

Medical providers may wear scrubs.

5 Tops

Appropriate tops to wear in facilities include, but are not limited to, blouses, collared shirts, dress shirts, Caribbean style dress shirts, Polo shirts, golf shirts, sweaters, blazers, and jackets.

6 Bottoms

Appropriate bottoms to wear in facilities include, but are not limited to, dress pants, slacks, Dockers, Capris, jeans, and tailored shorts. Bottoms must be solid colors and cannot display logos or text. Fitted or relaxed-fit bottoms are acceptable, but baggy/sagging pants that expose undergarments, midriffs, or buttocks are prohibited.

7 Shoes

Appropriate shoes to wear in facilities include, but are not limited to, close-toed shoes, boots, and athletic shoes.

8 All Facility Employees

- 8.1 When their radios are in use, facility employees wear JJS-issued earpieces.
- 8.2 All facility employees must wear JJS-issued photo IDs on break-away lanyards or clips.
- 8.3 Hats and scarves cannot display logos or text. Baseball caps must be worn bill forward.

9 Court Hearings and Legislative Activities

- 9.1 Uniformed employees must wear JJS-issued shirts.
- 9.2 All JJS employees who are expected to testify must wear business attire (blazers and suit jackets are optional).

- 9.3 Prohibited attire in court hearings and during legislative activities includes, but is not limited to, jeans, shorts, athletic shoes, hats, and flip-flops.

10 Transports, Training Sessions, and Other Exceptions

- 10.1 During scheduled transports, shorts are prohibited.
- 10.2 During most training sessions, employees are expected to adhere to this Procedure. The trainer may waive portions of the attire standards for a specific day or a special activity; however, other requirements of this Procedure remain in effect.
- 10.3 In facilities, the Superintendent may waive portions of the attire standards for a specific day or a special activity; however, other requirements of this Procedure remain in effect. The Superintendent must notify the Deputy Director for Facilities on any days there are exceptions made to these standards.

11 Prohibited Attire

- 11.1 Prohibited attire for all individuals who provide client services and programming includes, but is not limited to, strapless tops, spaghetti straps, see-through garments, low-cut tops, tank tops, sweatpants, short shorts, any clothing with logos or text larger than 3"x3" (other than CYFD, JJS, or AFSCME), visible undergarments, and any excessively tight, unkempt, torn, faded, frayed, unhemmed, or patched garments. High-heeled, open-toed (including sandals and flip-flops), and steel-toed shoes are also prohibited.
- 11.2 Sunglasses are prohibited inside the buildings.

12 Personal Grooming Standards

- 12.1 All employees must practice good habits of grooming and personal hygiene. Hair must be clean and cannot be ragged or unkempt. Long hair and facial hair must be styled so as not to interfere with an employee's ability to perform work assignments and must be worn in consideration of safety.
- 12.2 Scents, including, but not limited to, perfume, cologne, aftershave, and scented lotion, must be used in consideration of others.
- 12.3 Tattoos must be covered if they include nudity; violence; sexually explicit art or language; or illustrations, references, symbols, or acronyms that represent criminal or gang organizations.
- 12.4 Minimal jewelry is permitted, but must not interfere with an employee's ability to perform work assignments and must be worn in consideration of safety. Whenever possible, pierced jewelry should be studs or solid gauges rather than rings or hoops.

13 Consequences of Noncompliance

- 13.1 Employees whose dress, grooming, or hygiene is unacceptable under these standards will be required to correct the problem. When an employee is asked to leave to correct the problem, the employee may be required to use annual leave or may be considered absent without pay.
- 13.2 An employee who fails to follow this Procedure may be subject to disciplinary action in accordance with the CYFD Code of Conduct.

13.3 Anyone else (e.g., other employee, contractor, volunteer, student intern, visitor) who arrives to a JJS facility in inappropriate attire can be refused admittance. (NMAC 8.14.16.12)

14 Issue Date

January 1, 2019

15 Effective Date

February 1, 2019

16 Replaced Procedure

P.16.12 A Professional Attire and Grooming Standards – Facilities, 07/01/2016

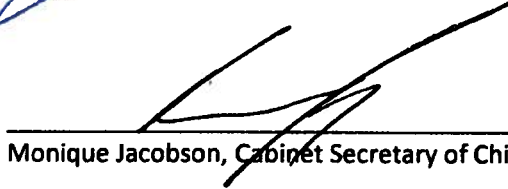
17 Applicable Policy (Regulation)

NMAC 8.14.16.12 Professional Appearance (Human Resources and Training Plan)

18 Authorizing Signatures



Tamera Marcantel, Juvenile Justice Services Deputy Director for Facilities



Monique Jacobson, Cabinet Secretary of Children, Youth and Families Department