

**Suffolk County Probation Department Dress Code (effective upon complete ratification and approval of the 2004-2010 Agreement)**

As representatives of the Suffolk County Probation Department, it is the responsibility of all employees to project a positive and professional image. It is essential that all employees present themselves to work each day in the appropriate apparel.

Due to the diverse work environments Probation Officers encounter in the course of their normal duties, it is difficult to prescribe one standard policy of dress. Therefore, a guideline that stresses professionalism and allows for the ability to adapt to numerous settings is necessary.

The following provides the appropriate dress standard for each specified work situation:

- **Court Appearances and Office Meetings (Outside of Normal Work Group):** For *males*, this consists of a dress shirt, tie, jacket and dress slacks. For *females*, this consists of a dress shirt and professional looking pant or dress suit.
- **Office Work:** Business casual (excludes sneakers and jeans). Safety should be a consideration when dressing for the field. If wearing a tie, a clip-on is recommended.
- **In the Field (including Transporting Prisoners/Juveniles or Staffing Juvenile Holdover Facilities and Physical Training/Firing Range):** Casual attire (sneakers and jeans are allowed). All men's shirts must have a collar (golf and polo shirts are not allowed). Safety should be a consideration when choosing apparel.

It is recommended that Probation Officers have alternate clothing available should the unexpected arise (e.g., have suitable courtroom attire available in the office if called to court on a day he/she was anticipating a different assignment).

**The following articles of clothing shall not be worn at any time without the prior written approval of the Director or his/her designee or where religious and/or medical requirements otherwise dictate:**

- t-shirts
- hats, within buildings
- clothing that may be considered too revealing
- shorts
- sweat pants or shirts
- worn, tattered, cut-off or ripped clothing
- tank tops
- athletic/beach sandals
- clothing advertising products, musical groups, sports teams, or any lettering other than a manufacturers logo, etc.

Any clothes or adornments that contain words and/or insignias that may negatively impact the workplace by diminishing work unit cohesion by creating an atmosphere of intimidation and hostility and/or interfering with productivity, morale and/or the projection of a neutral unified authority, is prohibited.

Employees with questions regarding appropriate work attire should consult with their Supervisor prior to wearing the items. Supervisors are responsible for monitoring the appearance of their employees and counseling their employees on the attire that is appropriate for the positions and assignments they hold.