

**OFFICE OF INVESTIGATIVE SERVICES
POLICY & PROCEDURE #325**

DRESS CODE

POLICY:

OIS staff will dress in a manner that projects a professional appearance at all times.

Employees will wear business attire when having contact with the public, while working in the office, and during scheduled appointments or during court appearances. Employees may wear casual attire in the OIS office or DHR offices when no official contacts will be made or when approved by the supervisor. Hair will be combed/brushed, neatly trimmed, and worn in a manner that projects a professional image.

ACCEPTABLE ATTIRE:

OIS has established guidelines for acceptable business and casual attire.

The following is considered appropriate Business Attire:

Male:

- Sport Coat or Suite Jacket
- Dress Shirt with Tie
- Dress Pants
- Appropriate Undergarments
- Dress Shoes

Female:

- Suit Jacket or Blazer
- Dress/Skirt/Slacks and Blouse
- Business Dress
- Career Pant Suit
- Appropriate Undergarments
- Dress Shoes

The following is considered appropriate Casual Attire:

Male:

- Sport Coat or Suit Jacket
- Sport Shirt or Dress Shirt (Tie Optional)
- Dress or Casual Slacks
- Approved Logo Shirts
- Appropriate Undergarments
- Dress or Casual Shoes (No Tennis Shoes or Hiking Boots)

Female:

- Business Dress
- Blouse with Dress Slacks or Skirt
- Pant Suit
- Approved Logo Shirts
- Appropriate Undergarments
- Dress or Casual Shoes (No Tennis Shoes or Hiking Boots)

If casual attire is worn, employees will insure that they are able to change to business attire on short notice, if necessary.