

Professional Attire Policy

The U.S. District Clerk's Office, U.S. Probation Office, and U.S. Pretrial Services Office represent the Court as such expects professional appearance and good hygiene. A well-groomed, business-like appearance is a positive reflection on the individual employee, the Court, and the office. Also, to be respectful of others, no overpowering fragrances should be worn. Grooming styles dictated by religion and ethnicity generally are not restricted; however, the employee must seek Court Unit Executive approval.

We trust everyone is a professional and knows what is considered as appropriate work attire considering we serve the Court. Monday through Thursday dressing "traditional business attire" is required. On Friday, when not in Court, staff may dress "business casual".

The following guidelines are not all-inclusive. If you're not sure whether an item of clothing is appropriate for work, err on the side of caution and wear something else or ask your manager before wearing. Non-compliance with any of the attire policy guidelines may require an employee to return home to change. A repeat violation(s) will result in a deduction from the employee's annual leave.

With supervisor approval, exceptions to the dress code are allowed when an employee must perform manual labor duties. In addition, modification to this Dress Policy may be made by the respective agency's Court Unit Executive.

Examples of Allowable Professional Office Attire:

- Dress shirt - Jacket must be added for Court
- Tie
- Dress slacks or docker-style pants [dress ankle pants are acceptable]
- Suit
- Dress/Skirt - no higher than 3 inches above the knee
- Blouse/Top either with or without sleeves - Jacket must be added for Court when wearing sleeveless
- Sweater
- Dress shoes [heel no higher than four (4) inches, open toe shoes, are permissible]
- Boots [boots may be worn with dress/skirt but cannot be worn on the outside of slacks]
- Button down, long sleeve, dress shirt [no flashy designs or colors; Hawaiian theme, etc.] may be worn without a tie while in the office but must add a tie for Court.

No hosiery required (unless required by the presiding judge).

Examples of Non-Allowable Office Attire:

- Denim of any kind, including jeans, skirts, shirts, vests, etc.
- Leather clothing, excluding leather jacket/coat worn during cooler weather
- Leggings or other tight fitting Spandex/Lycra style pants, body stockings, etc.

- Open shoulder ["Cold shoulder"] tops
- Shorts or skorts
- Sweat suits or running suits
- Spaghetti straps, tanks, muscle shirts, crop tops, halter tops, and/or any bare midriff style.
- Tennis shoes, slippers, or casual sandals (unless medically necessary)
- Tattoos cannot be visible and cannot be located on the face or neck.
- Jewelry or objects cannot be attached to, through or under the skin or other body part unless covered by clothing. The exception is that females can wear earrings.
- Unusual hair colors or styles
- Hair below the collar, ponytails and earrings (Men)
- Clothing that is too tight, too short in length, too low at neckline, transparent, or revealing in any manner
- Baggy and/or oversized clothing; e.g., Puebla or Oaxacan dress; Muumuu style dress; Low ride, baggy pants, etc.
- Ripped or ragged clothing
- Hats of any kind

Business Casual Friday (Please comply with all of the above except as noted below):

- Golf/Polo-style shirt with or without Court emblem with collar No commercial advertisements, lettering, or figures allowed other than a small, designer insignia and must be worn tucked in.
- Button down dress shirt/blouse with collar either short or long sleeve, including guayaberas - May be worn out if shirt has straight, squared-off hem; no flashy designs or colors; Hawaiian theme, etc.
- No tie required.
- Normal "acceptable" office professional attire.

Field Attire for Probation and Pretrial Officers only:

Same as Business Casual Day Policy, including the following items:

- Cargo pants: Solid color (no camouflage or bright color), clean, unfrayed, not excessively faded or worn, no tears, and will not be either too tight or baggy.
- **Blue** Jeans: clean, unfrayed, not excessively faded or worn, no tears, no embellishments, and will not be either too tight or baggy.
- Casual shoes, including tennis shoes. Must be clean and in good condition.

In the event an officer comes into the office for more than four hours, he or she must change into office attire. Please use common sense on field attire; e.g., if visiting a professional business, wear professional attire, if visiting a rural area, then casual attire as appropriate, etc.