

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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SUBJECT: PERSONAL APPEARANCE STANDARDS

CATEGORY: HUMAN RESOURCES

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**Policy**

The purpose of this policy is to establish personal appearance standards. Public confidence in the services that the Idaho Department of Juvenile Corrections (IDJC) provides is, in part, influenced by the manner in which employees present themselves. To meet the needs and expectations of our customers and assure the safety of employees and juveniles, all employees shall be attired in neat, professional apparel and practice appropriate personal hygiene, consistent with the employee's gender identity or expression. Each facility, unit, or section may have a more stringent personal appearance policy to support business needs, as determined by the supervisor or manager.

It is therefore the policy of the IDJC that all employees adhere to dress, hygiene, and grooming standards.

**Operating Procedures**

If employees require a reasonable accommodation regarding their dress for bona fide health and/or religious reasons, they should contact their supervisor or Human Resources to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, the IDJC will accommodate such requests.

I. General guidelines

- A. All employees are to dress and groom in a manner that is appropriate and safe for the work they are to perform during all work time, including meetings and educational in-services. Discretion and common sense should govern the manner of style and appearance during all compensated time, and clothing is to be clean, neatly maintained, and in good repair. Clothing with rips, tears, patches, ragged hems, and similar is not appropriate in the work place. Appropriate personal hygiene shall be practiced. Hair must be kept clean and well groomed.

Specific expectations include:

1. Employees purchase and care for their own work clothes unless certain items are required for safety, infection control, or other specified purposes.
2. Hairstyles, cosmetics, and jewelry shall be appropriate and neat in appearance.

3. Inappropriate images or logos on clothing, as determined by management, will not be worn. Symbols or colors associated with gang activities will not be worn.
  4. Any perfume, cologne or scented products should be used in moderation.
  5. Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, clothing with offensive wording, clothing that shows undergarments (sheer), torn clothing, clothing with holes in it, or tight-fitting, revealing, or oversized clothing. All clothing must be clean, neat, and fit properly. Appropriate undergarments are to be worn.
- B. It is the responsibility of supervisors and managers to determine the appropriateness of dress and grooming of employees within their areas of authority, to communicate with and counsel employees regarding acceptable attire and appearance, and to initiate corrective action as required.

## II. Area-specific guidelines

- A. Office employees – Employees are expected to dress and groom in a professional and conservative manner consistent with current business styles. Blue jeans, T-shirts, pajamas, and sweat suits are not appropriate office dress. Exception: Fridays or other days, as determined by supervisors or managers, may be designated as “casual” and, therefore, jeans and other casual attire may be permitted.
- B. Non-office employees – Employees are to wear conservative clothing that is safe and durable in relation to assigned duties and appropriate in a business setting. Jeans and sweat shirts may be appropriate for specific job classifications such as maintenance, laundry, custodial and so forth. Some work units, including those working directly with juveniles, may specify attire requirements, i.e., uniforms. If assigned tasks include lifting and carrying heavy objects, hard-toe shoes are to be worn. Safety equipment and personal protective equipment, such as goggles, gloves, hard hats or hearing protection must be worn at appropriate times, as directed by the employee’s supervisor and appropriate work safety standards.
- C. Employees working directly with juveniles – Employees regularly assigned to work with juveniles should exercise good judgment in attire, grooming, and appearance. Jeans, T-shirts and sweatshirts may be appropriate to wear as approved by each facility’s Superintendent. Dresses, skirts and kilts are not permitted.

For safety considerations, employees should not wear jewelry or embellishments such as necklaces, watches, bracelets, or body piercings (rings or studs through the ears, nose, eyebrow, tongue, or other body parts) which could be grabbed, snagged, damaged, or cause injury during physical restraints. For safety reasons, employees are not permitted to wear open-toe shoes.

## III. Responsibilities

- A. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. The IDJC reserves the right to determine appropriate personal appearance standards at all times and in all circumstances (while on duty or on IDJC premises) and may send employees home to make changes should it be determined the employee is not meeting appropriate personal appearance or grooming standards. Employees will not be

compensated time away from work. Repeated violations of policy may result in counseling and discipline, up to and including dismissal.

- B. Supervisors and managers are responsible for monitoring appropriate personal appearance standards as well as recognizing and correcting any attire which might pose a safety hazard. Supervisors should resolve any personal appearance violation immediately, up to and including sending the employee home to change clothing.

*Reference:* [Glossary of Terms and Acronyms](#)

*Desk Manual(s):* *None*

*Related Policies:* [Ethics and Standards of Conduct \(324\)](#)

*Related Forms:* *None*