


<b>SUBJECT</b> <b>DRESS STANDARDS</b>	<b>POLICY NUMBER</b> <b>5.21</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Personnel Services		
<b>PURPOSE/SCOPE:</b> To establish minimum standards for appropriate workplace attire.		

## I. POLICY

The Florida Department of Highway Safety and Motor Vehicles is a service driven organization that values professionalism by inspiring confidence and trust. Customers and colleagues view our personal appearance as a representation of our professionalism. Members' personal appearance will be appropriate to their job assignment. Personal clothing and uniforms will be neat, clean, and present a favorable image of the department. Some divisions, particularly those who deal with the public on a face-to-face basis, have specific dress and personal appearance standards and members will follow their division's policy referenced below.

## II. MINIMUM STANDARDS

1. Clean and neat appearance appropriate for greeting customers.
2. No torn or excessively worn clothing.
3. No extremely loose clothing (e.g. baggy pants, sweat pants).
4. Denim jeans are permitted except as directed by division policies.
5. No visible undergarments.
6. No revealing clothing (e.g. halter tops, midriff tops, short skirts, tank tops).
7. No casual T-shirts.
8. No garments advocating drug use, alcohol, provocative slogans, or otherwise inappropriate messages or images.
9. No flip flops, bedroom slippers, or CROCS or croc-like shoes.
10. No shorts, (exceptions may be made by a Supervisor).
11. No hats, bandannas, or other head gear (exceptions for religious or medical reasons).
12. Sweatshirts or T-shirts with a team logo may be worn on Fridays unless division policies prohibit.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 06/08/2009
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STATE OF FLORIDA  
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### **III. SUPERVISOR RESPONSIBILITIES**

- A. Supervisors are responsible for enforcing the minimum standards and for exercising reasonable judgment when applying the standards in their areas of responsibility.
  - 1. The first time a member arrives for work in attire that is unsuitable for their work assignment they will be sent home and expected to return with acceptable attire. Annual leave may be used for their time away from work.
  - 2. A second offense will result in sending the member home to change their clothes and that absence from work will be leave without pay or disciplinary action, if their actions dictate.
  - 3. Continued infractions will result in disciplinary actions.
- B. Division directors may determine a higher professional standard based on job duties and direct public contact. Where division policies are more restrictive than the minimum standards, supervisors will be prepared to explain both the additional standards and the business needs for the requirements.
- C. Any exceptions to the minimum standards allowed by a supervisor will be job-related and appropriately enforced.

### **IV. MEMBER RESPONSIBILITIES**

- A. Members are responsible for:
  - 1. Clothing and uniform maintenance
  - 2. Personal hygiene associated with a professional appearance
  - 3. Adhering to department and division dress standards
- B. Any member requested exceptions to this policy will be submitted through the member's chain of command.