
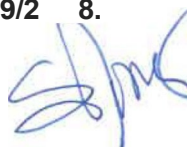


Idaho Commission of Pardons and  Parole	Standard Operating Procedure	Title: Dress Code		Page: 1 of 4
		Control Number: 100.00	Version: 1.2	Adopted: 11/14/2015 Revised: 6/7/2016 Revised 4/19/18

Sandy Jones, Executive Director approved this document on 11/14/2015.

Amendment approved by Executive Director on 6/7/2016.

Amendment approved by Executive Director on 4/19/2018.



Open to the public: Yes

SCOPE

This Standard Operating Procedure (SOP) applies to all Idaho Commission of Pardons and Parole (Commission) employees while conducting the business of the Commission, whether within or outside of the Commission office.

Revision Summary
Revision date (11/14/2015) version 1.0: Release of new document. 06/07/2016 amended to include denim capris for Business Casual dress. Version 1.1 Revision Date 4/19/18 amended to provide guidelines regarding tattoos. Version 1.2

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POLICY CONTROL NUMBER 100.00

PURPOSE

The purpose of this (SOP) is to provide guidance regarding acceptable dress when conducting Commission business both within and outside the Commission office.

RESPONSIBILITY

Employees

- Employees are responsible for adhering to all aspects of this policy.

Supervisors

- Supervisors are responsible for providing guidance to employees on their expectations regarding appropriate dress.
- Supervisors are responsible for ensuring their employees are dressed appropriately at work.
- Supervisors are responsible for counseling employees when failing to comply with this established policy.

Director

- The Director is responsible for making the final determination regarding dress policy compliance/non-compliance when resolution between supervisor and staff member cannot be reached.

GENERAL REQUIREMENTS

It is the goal of the Commission to foster a comfortable working environment while still maintaining an atmosphere of professionalism. Employees are expected to adhere to the following dress code at all times and conduct themselves in a manner that reflects the importance of their day-to-day duties.

1. Hats and Head Coverings

Acceptable items include the following:

- Head covers required for health reasons, religious purposes, or to honor cultural traditions.

Unacceptable items include the following:

- Hats
- Baseball Caps

2. Makeup, Perfume/Cologne, Hair, Tattoos, and Jewelry

- Perfume/cologne and scented lotions may be worn to the extent they do not interfere with other employees' performance.
- Choice of hairstyle and hair colors should be professional, avoiding extremes in appearance.
- Facial hair should be neat and clean.

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- Tattoos; when performing work duties outside of the Commission office professional attire is required and tattoos are to be covered at all times. Business casual attire within the office environment does not require tattoos be covered unless the tattoos are considered to be offensive, crude, STG related, or sexual in nature.
- Gauges and piercings (other than ear piercings) should be discreet or covered.

3. Attire

Within the Commission office, professional or business casual attire may be worn. When performing work duties outside the Commission office, professional attire is required. The following descriptions are provided for guidance in determining appropriate attire but are not exhaustive.

Dress Code - Business Casual

Shirts, Tops, Blouses and Jackets

Acceptable items include the following:

- Dress shirts, conservative sleeves/long sleeve/short sleeve blouses, sweaters, cardigans, turtle necks, short sleeve collared shirts, tunics, fleece, blazer/jacket.

Unacceptable items include the following:

- T-shirts, sweatshirts/hoodies, spaghetti straps, tops that expose undergarments.

Skirts, Dresses, and Skirted Suits

Acceptable items include the following:

- Dresses and skirts long enough to remain professional when sitting.

Unacceptable items include the following:

- Short tight skirts and dresses, spaghetti-strap dresses.

Slacks and Pants

Acceptable items include the following:

- Khakis pants, dress pants, clean, well maintained denim/jean with no holes, rips or tears, denim capris, dress capris, leggings under a long tunic or sweater.

Unacceptable items include the following:

- Denim/jean with holes, tears, or rips, acid washed denim, shorts, sweats/jogging pants.

Shoes and Footwear

Acceptable items include the following:

- Clean close-toed shoes, loafers, open- and close-toed dress sandals, deck shoes, heels.

Unacceptable items include the following:

- Flip flops, dirty, poorly maintained shoes, shower shoes, slippers.

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Dress Code – Professional

Shirts, Tops, Blouses and Jackets

Acceptable items include the following:

- Conservative blouses, dress tops/shirts, sweaters, cardigans, blazer/jacket.

Unacceptable items include the following:

- T-shirts, sweatshirts/hoodies, fleece, spaghetti straps, tops that expose undergarments.

Skirts, Dresses, and Skirted Suits

Acceptable items include the following:

- Dresses and skirts long enough to remain professional when sitting.

Unacceptable items include the following:

- Short tight skirts and dresses, spaghetti-strap dresses.

Slacks and Pants

Acceptable items include the following:

- Dress pants/slacks.

Unacceptable items include the following:

- Leggings, shorts, sweats/jogging pants.

Shoes and Footwear

Acceptable items include the following:

- Loafers, dress shoes, and heels.

Unacceptable items include the following:

- Deck shoes, tennis shoes, flip flops, dirty, poorly maintained shoes, shower shoes, slippers.

4. Dress Code - Special Occasions

- Game Day
 - Team Apparel
- Holidays
 - As designated by the Executive Director
- Causal Friday
 - Shirts, conservative sleeves/long sleeve/short sleeve blouses, sweaters, cardigans, turtlenecks, short sleeve collared shirts, tunics, fleece
 - Khakis pants, clean, well maintained denim/jean with no holes, rips or tears, dress capris, leggings under a long tunic or sweater
 - Clean close-toed shoes, loafers, open- and close-toed dress sandals, deck shoes, heels

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