

CF OPERATING PROCEDURE  
NO. 155-51

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, November 9, 2020

Mental Health/Substance Abuse

DRESS CODE FOR STATE OPERATED MENTAL HEALTH TREATMENT FACILITIES

1. Purpose. This operating procedure provides the general guidelines for appropriate dress and physical presentation among service providers in the state operated mental health treatment facilities.
2. Scope. This operating procedure applies to all employees, interns, volunteers and contractors working in the state operated mental health treatment facilities.
3. References.
  - a. Children and Families Pamphlet 60-1, Employee Handbook.
  - b. Dress Code Guidelines, Department of Children and Families, September 4, 2012.
4. Definition of Business and Casual Attire.
  - a. Business Attire. Includes suits, ties, blazers, sport coats, dress trousers, dress shirt, blouse, sweaters, skirts/dresses near knee length whether sitting or standing, pant suits, and dress shoes.
  - b. Business Casual Attire. Includes, but not limited to, Khaki trousers, Dockers' style pants or similar types, buttoned shirts, slacks, polo shirts, skirts/dresses near knee length whether sitting or standing, blouses, vests, medium to low heel shoes, flats such as loafers, deck shoes. Capri pants are permitted if calf length and dressy in nature.
  - c. Casual Attire. Clothing that is more relaxed but is still appropriate for the workplace. Casual attire includes denim, pants, scrubs, white uniforms, lab coats, non skid flats or closed toe or clogs with straps, flat shoes, athletic shoes or shoes that are appropriate for the job location such as work boots. Capri pants are permitted if calf length.
5. General Codes.
  - a. Responsibilities of Facility Administrators and Supervisors. Facility administrators and supervisors should ensure that individuals wear job appropriate attire.

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This operating procedure supersedes CFOP 155-51 dated November 4, 2016.

OPR: SMF

DISTRIBUTION: X: OSGC; ASGO; Region/Circuit Mental Health Treatment Facilities.

b. General Appearance or Presentation. Individuals are expected to be neat and clean in appearance and to dress in appropriate business attire for office, client and public contact, consistent with the type of work to be performed. Latitude is allowed for employees to keep current with styles and trends regarding hairstyles, facial hair or jewelry, but dress and personal appearance must be maintained at a professional level to meet the public. It is recognized that some facilities may require or prohibit certain types of clothing to be worn for health, safety or security reasons.

(1) Clothing. Clothing should be appropriate for the type of services that individuals are providing in the facility. Attire may include business attire, business casual attire, casual attire, uniforms, and other special clothing.

(a) As a general rule, clothing should allow the employee to bend, lift, squat, and reach without revealing underwear, cleavage, skin of the mid-section or excessive leg area above the knee or transparent clothing.

(b) Inappropriate clothing includes, but is not limited to, clothing that does not completely cover the mid-section (e.g., stomach and hips); clothing with sexual, profane/offensive language, or racial writing or images; clothing depicting violence, mood altering chemicals, blatant humor, inappropriate logos or slogans; tank tops/tube tops with spaghetti straps/cropped tops/halter tops, miniskirts, shorts, fishnet jerseys, camouflage shirts and pants, skirts, leggings, or pants/trousers that do not reach the ankle area and clothing that is skin hugging or sexually revealing; clothing worn loose so as to expose undergarments; clothing with gang symbols or signs; workout clothes; sweat pants, hoodies; or, flip flops, spike heels, or bedroom shoes/slippers.

(c) All clothes should be reasonably form fitting, neither too tight nor too baggy, to permit the employee to work safely and present a professional appearance. Shorts must be at the knee and may be worn by staff engaged in recreational activities with residents, performing outdoor security, moving property, or delivering mail in the facility.

(2) Jewelry. All staff shall not wear jewelry or other accessories which may be used as a weapon or which might otherwise endanger or disable them, place themselves or others at risk, or inhibit their performances while on duty. Replacement of jewelry is not covered. Employees working on wards or in positions with resident contact shall not be permitted to wear dangling or hoop earrings. For safety reasons, chains around the neck are discouraged. Heavy chains are not permitted. Wrist watches, medical identification bracelets and necklaces, pins or buttons which relate to the employees' work or professional affiliation may be worn while on duty. No more than one ring shall be worn on each hand. Rings with sharp edges or points are not allowed while in contact with residents. Female staff may wear a combination (engagement ring and wedding band) on one hand. If the employee is required to use gloves in the performance of duties, rings should not have sharp edges or points which could tear or puncture gloves.

(3) Sunglasses. Sunglasses may not be worn inside buildings unless their use is required for medical reasons and have been prescribed by a recognized practitioner.

(4) Hair and Head Covering.

(a) Hair must be clean and neat in appearance. Employees may not wear hair rollers or curlers in hair, hairstyles or accessories for men or women which are a safety hazard, or hair that is not completely contained by a hairnet if required by Department policy. Facial hair for men must be clean and well trimmed.

(b) Head covering is not permitted to be worn inside buildings unless the head covering is part of a uniform or generally accepted work-related attire, is a symbol of a recognized religion practiced by the employee, is secondary to a documented medical condition, or is required for

safety purposes based on the job task being performed. Skull caps and stocking caps shall not be permitted as acceptable head covering. Baseball or golf-type caps, when permitted, shall be worn as designed by the manufacturer and shall not be worn backwards or askew.

(5) Fingernails. Fingernails shall be neat and clean with a length that does not interfere with job performance, safety, or meet infection control standards. The length of fingernails for nursing, direct care staff, and food service staff should not exceed one quarter of an inch from the end of each finger.

(6) Tattoos and Body Piercing. Exposed tattoos that display gang signs, nudity or other sexually offensive content, inappropriate names or symbols, or that promote violence or drug usage must be concealed at all times while in work status. Visible body piercings, other than on the ear, are not permitted on any employee while on work status or representing the facility (including rings or studs on the eyebrow, nose, or lip, or tongue). Wearing bandage like material to cover rings or studs is not permitted as such will not prevent unnecessary injury if attacked or when falling.

(7) Fragrances. Employees should limit the use of fragrances (perfume, cologne, after shave, etc.) due to the detrimental impact on residents and employees with sensitivities and/or breathing difficulties.

(8) Neck Ties. No individual shall wear a neck tie when exposed to residents unless the tie is a type which will break away with light force.

(9) Pants/Trousers. Pants/trousers worn shall be at waist height and secured with a belt if necessary. If a belt is worn, the buckle on the belt shall be no larger than 3" x 3". Pants that have been shredded, contain holes, or have noticeable wear, whether or not purchased in this condition, are not acceptable in the workplace.

6. Special Clothing/Uniforms. Any specifically required clothing items shall be furnished by the facility. Staff may be furnished protective clothing, for example, lab coats, smocks and aprons, to be worn over their personal clothing for sanitation and infection control purposes or when the nature of their work may result in their clothing becoming soiled with chemicals or other harmful substances. Employees in maintenance areas will be furnished protective headgear and eyewear (hard hats and goggles) when performing hazardous duties requiring such protection. Any protective clothing or wearing apparel furnished by the facility must be approved by the facility administrator prior to being provided.

7. Identification Badges. Each individual shall wear his or her assigned identification badge facing outward so name and picture are visible to person's served. All employees are required to wear their picture identification badge at all times while on duty.

8. Disciplinary Action for Non-Compliance.

a. Supervisors will perform random, unannounced, visual audits to ensure compliance with the dress code. An employee reporting to work in attire that violates the dress code shall not be permitted to work. The employee may be sent home to obtain proper attire. Approval of leave to cover time away from the work area will be the decision of the supervisor.

b. The supervisor shall document the circumstances of willful or unintentional violations of the dress code. The supervisor will initiate disciplinary action as appropriate.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

JACQUELINE A. YOUNG  
Director, State Mental Health Treatment Facilities, Policy and Programs

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This operating procedure was routinely updated without any substantive revisions.