

Unit Order: 17-001

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION

FACILITIES PLANNING BUREAU

Unit Order: 17-001

Effective Date: 11/01/17

Revision Date:

Subject:

Bureau Dress Code Policy

Reference:

3-01/050.80 Grooming and Dress Standards

PURPOSE OF ORDER:

To provide guidelines for employees regarding acceptable attire.

SCOPE OF ORDER:

This order shall apply to all personnel.

ORDER:

Employees of the Facilities Planning Bureau are expected to present a clean and professional appearance

while representing the Bureau, whether in or outside of the office. Employees should dress appropriately in business or business casual attire. Employees are expected to use good judgement and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. At all times, employees are asked to be cognizant that regardless of their interaction with other units and bureaus, Facilities Planning is still a place of business.

Business and business casual attire includes suits, pants, jackets, collared shirts, skirts and dresses that, while not formal, are appropriate for a business environment. However, at no time except for a Department authorized fundraising, are jeans/denim material clothing to be worn. Due to the nature of our work, site visits may require a more relaxed attire.

All dress attire should be clean, serviceable, and appropriate to represent Facilities Planning Bureau, regardless of it being in an office setting or work site. Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.
