

PERSONNEL



MARYLAND DEPARTMENT OF JUVENILE SERVICES

SUBJECT: Transportation Corps Uniform and Dress Code
UNIT OR AREA: Facilities and Residential Services APPLICABLE TO: Transportation and Security Personnel

POLICY NUMBER: 01.03 .31

REF: None

EFFECTIVE DATE: April 15th, 1991

APPROVED:

Nancy J. Garnick

I. POLICY: The purpose of this policy is to establish a proper dress code that shall be in effect for all Department of Juvenile Services Transportation Corps staff. Compliance with this policy will readily distinguish a Department of Juvenile Services Transportation Corps staff member, when working at their regularly assigned post and during intra-state/inter-state travel, from the general public.

II. AUTHORITY: Sections 2-111, 2-117 and 2-118 of Article 83C of the Annotated Code of Maryland.

III. DEFINITIONS: As used in this policy, the following definition applies:

Uniform means a cap, numbered badge, dress shirt (no sport shirts), jacket and Department of Juvenile Services I.D. card with photograph (all items shall display official State of Maryland insignia).

IV. PROCEDURES:

A. Uniform (description) - All of the following items of uniform shall be worn whenever a Department of Juvenile Services Transportation Corps staff member is on duty and/or officially involved in the transportation and security of Department of Juvenile Services youth or other court ordered youth:

1. Cap - with State of Maryland insignia;
2. Jacket - with the State of Maryland insignia, except during the summer months, at which time badges shall be conspicuously displayed on dress shirt.

DISTRIBUTION:

EXECUTIVE STAFF

CENTRAL OFFICE STAFF

FIELD SERVICES STAFF

COMMUNITY SERVICES STAFF

INSTITUTIONAL SERVICES STAFF

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3. Badges - numbered, with State of Maryland insignia; the numbered badges with State of Maryland insignia shall be displayed on the front, upper left side of the jacket at all times.
4. The DJS Picture I.D. shall be worn whenever conducting State business, and whenever a Department of Juvenile Services Transportation Corps staff member is on duty and/or officially involved in the transportation and security of Department of Juvenile Services youth or other court ordered youth.

B. Uniform Replacement and Repair - The following procedure shall be standard:

1. All uniforms shall be worn for official business purposes only. Uniforms shall not be worn during non-working hours.
2. All damages to uniforms other than normal wear and job-related damages shall be the sole responsibility of the employee. Repairs are to be made, or new uniforms obtained, on a timely basis.
3. When uniforms are issued to specific employees, a receipt acknowledging delivery shall be signed and returned to the Manager of Transportation.

C. Dress Code - In order to carry out the mission of the Juvenile Transportation Corps, it is mandatory that we come in contact with Court personnel, the police, attorneys and staff from other governmental organizations as well as the public. As State employees representing the Department of Juvenile Services, it is incumbent upon us to present our best possible appearance while on duty.

1. Employees are to maintain a clean and neat appearance at all times during work hours.
2. Jeans and similar pants, shorts, halter tops, sandals, jam shorts, sweatshirts, exercise suits, sweatpants, etc., are considered inappropriate for the workplace and shall be prohibited.

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3. Male employees shall wear neck ties at all times except during hot weather in the summer months. Female employees may wear ties or substitute other appropriate clothing.
4. Badges issued by the Department of Juvenile Services are to be appropriately displayed at all times during working hours.
5. Hair for all employees shall be kept neat and trimmed in accordance with individual preference. Any facial hair shall be kept neat and trimmed at all times.
6. Shoes shall be kept clean and polished.