DRESS CODE & IDENTIFICATION CARDS

POLICY NUMBER: CEMS-008

PURPOSE:

To establish clear standards for employee dress, appearance, and use of City identification while at work or representing the City.

POLICY:

Employees are expected to maintain a professional appearance appropriate for their job duties. Clothing must be neat, clean, appropriately fitted, and suitable for the work being performed. Employees who are issued a City uniform must wear the full uniform while on duty and follow any additional uniform requirements established by their department. Employees must also follow the City identification requirements in this policy while on duty, providing City services, accessing City facilities, or representing the City at public events.

DRESS AND APPEARANCE:

Employees are expected to maintain good personal hygiene and dress in a professional manner appropriate for their position and work environment. Employees who are required to wear a uniform must wear the complete uniform during working hours. Departments may establish additional uniform and appearance requirements based on operational, safety, or job-related needs. Employees who are not required to wear a uniform must wear appropriate professional attire.

BUSINESS CASUAL

With Department Head approval business attire may include:

- Collared shirts, business casual crewneck, or V-neck shirts, blouses, and golf or polo shirts
- Slacks, trousers, or jeans

PROHIBITED ATTIRE:

- Clothing that is too tight or revealing
- Clothing with holes, rips or tears
- T-shirts with graphics or inappropriate slogans
- Spaghetti strap tops
- Crop tops
- Sweatpants
- Pants worn below the waist or hip line

CITY COUNCIL MEETINGS AND WORK SESSIONS:

Employees attending City Council regular meetings or work sessions as part of their job duties are expected to maintain a high standard of professional appearance. Employees should wear professional business attire appropriate for the formal nature of the meeting. Business casual attire is not appropriate.

CITY IDENTIFICATION CARDS:

The Human Resources Department issues City identification cards to City employees, volunteers, and others who are eligible to receive them. Fire & Rescue and the Police Department are responsible for identification cards issued to their employees.

Employees who are issued a City identification card must wear it with the front of the card visible on the outside of their clothing while:

- On duty
- Providing City services
- Accessing City facilities
- Representing the City at public events as part of their job duties.

Employees who wear a required City uniform that clearly displays their name and/or a City identifier, such as the City seal, badge, or logo, are not required to visibly wear their City identification card. These employees must carry their City identification card while on duty and present it upon request.

Employees must notify their supervisor if their City identification card is lost, damaged, or discolored. The supervisor will request a replacement card through the Human Resources Department.

TEMPORARY IDENTIFICATION CARDS:

Individuals who volunteer or provide temporary or special services to the City may be issued a temporary City identification card. Temporary identification cards are valid only for the approved period of service and must be returned to the Human Resources Department when the individual's service ends.

VENDOR AND CONTRACTOR IDENTIFICATION:

Vendors and contractors working in City facilities must wear a company badge showing their name and employer. The City department that hired them is responsible for making sure they do so.

IDENTIFICATION SECURITY:

Employees who see an individual in a restricted area without proper identification or an approved escort should ask whether the individual needs assistance. Suspicious or unusual activity should be reported to a supervisor immediately.

City identification cards are issued to individuals and may not be transferred, shared, or loaned to another person. Upon the separation of employment, end of contract, completed volunteer service, or other authorized service, the City identification card must be returned to the Human Resources Department.