



## **DELAWARE SUPERIOR COURT DRESS CODE POLICY**

### **1.1 INTENT:**

The Court recognizes and respects the differences of individual interpretations of what one considers appropriate dress. This policy is intended to balance the Court's interest of maintaining a professional dress code without unreasonably impinging upon our individual styles, which are often influenced by personal, cultural, generational, or financial considerations. This policy is intended to provide standards for appropriate dress in our various Court, office, and general work environments, and allow for flexibility according to the tasks performed on any given day. We expect that your attire will exhibit common sense and professionalism. A professional appearance conveys an atmosphere of competence, respect, dignity and efficiency. When we conduct ourselves in a professional manner, we encourage the same from those we are privileged to serve.

### **1.2 APPLICABILITY:**

All employees of the Court, including causal/seasonal employees, interns and externs, shall adhere to the dress code policy. Employees are expected to observe the dress code when attending all Court-related functions, which include but are not limited to training programs or conferences, unless noted otherwise.

### **1.3 COURT SECURITY OFFICERS (BAILIFFS)**

Bailiffs shall report to their duty station in their assigned uniform. The uniform and its accessories shall be worn properly and shall be clean and pressed. Shoes shall be shined. All personal equipment e.g., radio, security equipment, etc. assigned shall be worn when one is “on duty,” and it shall be the responsibility of the assignee to ensure it is in good working order.

### **1.4 ATTIRE**

**1.4.1** Clothing should reflect a professional business appearance. You should use good judgment and dress according to the work environment, tasks to be performed, or the function to be attended. Supervisors shall be consulted when employees deviate from the dress code to perform a specific assigned task(s). When appearing before public, the following is considered acceptable attire:

**1.4.1.1** Courtroom Environment: appropriate business attire is required. The following are examples of appropriate business attire:

**Men:** Includes suit coat, sport coat, sweater or sweater vest, dress shirt collared and buttoned front or button-up, tie or bow tie, dress pants/khakis, dress shoes/loafers; and a belt or suspenders.

**Women:** Dress or skirt (use good judgment of reasonable length above the knee – i.e., avoid the mini-skirt); dress slacks, pants/khakis or dress capris, a sweater, cardigan, blazer or suit jacket, a blouse or top, dress shoes (heels,

pumps or flats) or boots, and legging/hosiery worn under a dress, skirt, slacks or pants.

**1.4.12** Non-Courtroom Environment: Appropriate business-casual attire is required. Polo shirts are acceptable attire for non-courtroom environment.

**1.4.2** Exemptions: A Judicial Officer or a Supervisor may grant an exemption of this policy due to the nature of the employee's work, environmental conditions, for medical or safety reasons, as a religious accommodation, or for any other reason that may arise during the work day.

**1.5** **“CASUAL DAY” DRESS:**

Casual days (dress down days) may be permitted at the discretion of the Resident Judge in each county. Casual days shall allow for the option of dressing more casually. Casual Day (dress down days) does not apply to any court personnel while attending court, attending training provided by another agency, or representing Superior Court at any other meeting and/or function. Sneakers, Superior Court attire, jeans and denim material (no holes or distressed styles), cargo pants/casual khakis are examples of acceptable attire on casual days.

**1.6** **INAPPROPRIATE ATTIRE:**

The following is a list of attire that is deemed **inappropriate**:

- Attire with written statements, slogans, depictions or gang symbols;
- Athletic wear – including warm-up/track suits, running shorts, team jerseys, sweatshirts or hoodies;

- Shirt/Tops – T-shirts without collars, spaghetti straps, tank/tube/crop/halter tops worn alone, and cut-out shirts;
- Bottoms – Shorts or skorts; rompers; jeans or denim material; leggings/hosiery worn alone (not under a dress, skirt, pants or slacks);
- Exposed undergarments and sheer or see-through clothing;
- Footwear – Sneakers or slippers; bare feet or “stocking feet”; plastic sandals without backs such as “Crocs” and “flip flops” (may be worn if used temporarily to travel to and from work);
- Headwear (except for religious headwear);
- Scents – Be considerate of fellow employees with allergies regarding the use of fragrances, including but not limited to perfumes, colognes, aftershaves, body/hand lotions, sprays, etc.;
- Tattoos & Piercings – must be covered if they contain or depict vulgar comments/depictions or gang symbols.

## **1.7 EMPLOYEE ACCOUNTABILITY:**

**1.7.1** It is the responsibility of each employee to meet the Court’s expectations for their personal appearance on a daily basis. Failure to comply with the established standards for appropriate dress shall subject an employee to the following:<sup>1</sup>

**1.7.1.1** 1<sup>st</sup> violation – Counsel and verbal warning – Employee is expected to correct the violation and may be sent home to change into appropriate attire.

**1.7.1.2** 2<sup>nd</sup> violation – Written Reprimand – Employee is expected to correct the violation and may be sent home to change

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<sup>1</sup> To avoid any violations, please have an appropriate change of clothing at your workstation.

into appropriate attire and will be charged for the time away from the office.

**1.7.1.3** Subsequent violation shall result in further action pursuant to the Judicial Branch Personnel Rules.

**1.7.2** Supervisors shall be held responsible to ensure that each employee, under his or her supervision, is aware of, and has been given the opportunity to ask any questions and that any questions raised have been discussed, and is in compliance with the established standards for appropriate dress.

Effective Date: January 1, 2018

I, \_\_\_\_\_, acknowledge that I have read Superior Court's Dress Code Policy and have been given the opportunity to ask and questions that I may have and that any questions that I raised have been discussed to my satisfaction. I agree to abide by Superior Court's Dress Code Policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_