

**ORDER ADOPTING A  
WORKPLACE DRESS CODE**



**CHIEF JUDGE  
ADMINISTRATIVE ORDER  
2013-01**

Rule 4 of the Colorado Judicial System Personnel Rules requires the Chief Judge of each Judicial District to adopt a workplace dress code. Pursuant to that requirement, the following shall be the Dress Code for the 12<sup>th</sup> Judicial District.

**12<sup>TH</sup> JUDICIAL DISTRICT  
WORKPLACE DRESS CODE**

**I. PURPOSE**

Employees of the 12<sup>th</sup> Judicial District represent the State of Colorado Judicial Branch and must appear professional at all times.

**II. APPLICABILITY**

This policy applies to all employees of the 12<sup>th</sup> Judicial District Courts and Probation including interns, volunteers, contract employees, temporary workers and grant funded positions.

**III. POLICY**

Employees of the 12<sup>th</sup> Judicial District have traditionally exercised good judgment in their choice of attire and should continue to do so. All clothes should be clean and neat. An unkempt appearance or revealing clothing which exposes parts of the body typically covered in the work setting is not acceptable. As a general rule, management level positions and positions with more public contact require a higher standard of dress.

Employees should direct any questions concerning appropriate dress to their immediate supervisor. The employee's immediate supervisor will determine whether an employee's attire is inappropriate for the workplace. If the supervisor determines that an employee's attire is inappropriate, the supervisor will send the employee home to change clothes. If an employee is sent home to change clothes, the employee will be required to take PTO during this time.

Subject to the approval of the employee's direct supervisor, employees of the 12<sup>th</sup> Judicial District, who will not be appearing in court, may dress more casually on Fridays. This means that employees may wear clean blue jeans with no tears or holes in them on Fridays. The Chief Judge, District Administrator, or Chief Probation Officer may, from time to time, designate days other than Fridays as "casual days" for all staff. Dress for "casual days" will be the same as the dress allowed on Fridays.

Employees may have an occasional need to move equipment or files and may wear appropriate attire for that purpose. While appropriate attire might include clothing that would not be acceptable in the workplace, even on Fridays, such dress should continue to promote a positive and professional image.

#### **IV. ENFORCEMENT**

An employee who repeatedly violates this policy will be subject to corrective or disciplinary action up to and including termination of employment at the discretion of the Administrative Authority.

For purposes of this policy, the District Administrator is the Administrative Authority for Court employees and the Chief Probation Officer is the Administrative Authority for Probation employees.

DONE AND SIGNED this 3rd day of June 2013.

BY THE COURT:

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Pattie P. Swift, Chief Judge