

# PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HUMAN RESOURCES  
ADMINISTRATIVE DIRECTIVE NO. 902  
(Replaces AD dated 9/15/2005)

Effective Date: August 10, 2006

**SUBJECT: DRESS AND PERSONAL GROOMING STANDARDS - ALL PERSONNEL  
AND CONTRACT SERVICE PROVIDERS**

## I. PURPOSE

- A. Dress and personal grooming standards are required to maintain professionalism and support of the hospital's mission and values.
- B. The following standards of dress and grooming standards are a balance of factors: including individual rights and preferences, professional identity, public relations and public image of state employees, safety and security needs. Proper dress and grooming standards provide for an environment that minimizes distractions that interfere with therapeutic activities.
- C. Supervisors and managers shall set a positive example for all staff regardless of classification. They are responsible for monitoring compliance of the hospital's dress code and personal grooming standards. If necessary, a supervisor may require an employee to leave their assigned work area to return appropriately attired. Leave credits will be charged as appropriate while an employee is away from the work area for this reason.

## II. AUTHORITY

California Code of Regulations, Government Code Section 12949; Joint Commission on Accreditation of Healthcare Organizations (JCAHO) (EC.3.1.3.4; H.R.2.20; RI.2.140) and by the order of the Executive Director.

## III. POLICY

- A. All designated personnel shall wear regulation uniforms or work clothing and adhere to grooming standards while on-duty and/or on official State business. All employees, regardless of assignment, shall be clean and well groomed. If any provision in this Administrative Directive conflicts with a Memorandum of Understanding (MOU), the MOU shall prevail as it relates to the specific represented group.

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- B. From the standpoint of safety and security, all clothing should enable ready visual identification of employees, distinct from patients, and should not hinder the employees' ability to respond to emergencies. For these reasons, employees and contract service providers shall not wear khaki or blue denim or similarly colored clothing that may cause identification problems in an emergency. Employees and contract service providers will be restricted from entering the security area if not properly attired. Contract Project Coordinators shall ensure that contract service providers do not wear khaki or blue denim colored clothing while providing services anywhere on hospital grounds.
- C. If an employee loses any articles of clothing within the hospital or assigned work area, that person will immediately notify their immediate supervisor, who in turn will notify the Department of Police Services to prevent an Individual from using such clothing in an escape attempt.

## IV. METHOD

### A. Uniformed Employees

- 1. Purchase and maintain all required uniforms, accessories, and equipment except items specifically exempted by this Administrative Directive and/or appropriate MOU.
- 2. Furnish their own collar insignia, shoulder insignia, sleeve chevrons, shoulder patches, hat shield, and other required uniform equipment.
- 3. Maintain their uniform and approved equipment in a clean, neat, and serviceable condition.

### B. Non-Uniformed Employees and Contract Service Providers

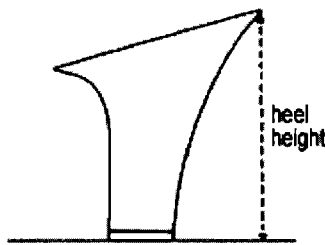
- 1. Non-uniformed employees shall wear clothing that is clean, neat, in good repair, and fits properly. All clothing and jewelry should project a professional and positive image.
- 2. Khaki or blue denim clothing or clothing similar to that worn by Individuals shall not be worn.
- 3. Jewelry should be kept to a minimum and should enhance a professional image. There will be no jewels, ornaments, or rings/studs worn on the visible facial areas other than the ear.
- 4. Dress will be appropriate to the time, place, and activities or work being performed.

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5. Clothing should also afford the employee as much protection as possible (e.g. no tank tops or other shirt/blouses that do not cover entire torso; scarves and jewelry which could be used as a weapon; no shorts; no clothing that is provocative or is so sheer that undergarments can be seen; or has logos which are derogatory or otherwise offensive).
- C. Skirts or dresses shall not be shorter than the kneecap, measured standing.
  - D. Repair or replacement of damaged personal property worn or used by the employee in the course of employment (eyeglasses, hearing aids, dentures, watches or articles of clothing) may be reimbursable subject to State Administrative Manual 8423 Claim for Damage to or Stolen Employees' Personal Property.
  - E. Repair or replacement of personal property brought to the workplace by the employee for personal use, and is not used on the job, is not considered to be the responsibility of the State.
  - F. Clothing shall not be worn which reveals personal information or implies a peer identity with Individuals.
    1. No clothing with logos that are derogatory or anti-therapeutic, e.g. profane, disrespectful, discriminatory, sexual in nature, or make reference to criminal activity or to alcohol or drugs.
    2. No clothing with language, images or symbols that are identified as gang affiliated.
    3. No clothing with logos which reveal local or personal employee information e.g. logos that depict: sex, drugs, alcohol, obscene hand gestures; logos that advertise: commercial enterprises, pregnancy, political agendas, pictures of employees children, names and locations of employee churches or schools, employee sports teams, employee family owned businesses, local addresses, or phone numbers of any kind.
  - G. No employee, except outside law enforcement personnel, may wear clothing similar to that of military or law enforcement attire (including the type worn by Hospital Police Services) while inside the secured area of the hospital.
  - H. Footwear should be of such construction that it provides protection to the feet and enables employees to move rapidly and safely in the event of an emergency.
    1. Leather soled shoes are not recommended, and open-toed shoes are not allowed to be worn by employees assigned to the following work areas unless prior approval has been given by the Occupational Health Clinic:

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- a. Warehouse
  - b. Plant Operations
  - c. Food Service Areas
2. In areas where opened-toed shoes are worn, the shoes must have a back strap.
  3. Employees shall not wear shoes with heels over 2 inches high. In the example below the measurement is taken from the rim of the heel base, not from the inside cupping. This ensures that the full height of the heel as seen on the finished shoe is measured.



## I. Unauthorized Use of Departmental Uniforms

1. Employees shall not wear departmental uniforms in any situation that would bring discredit to Coalinga State Hospital (CSH), including but not limited to:
  - a. Purchasing or drinking alcoholic beverages in public.
  - b. Entering a tavern, gambling hall, or nightclub (except in the performance of assigned duties).
  - c. Participating in political activities.
  - d. Participating in demonstrations or pickets.
  - e. Engaging in selling or soliciting activities.
  - f. Engaging in any other action or behavior which reasonable persons would deem inappropriate for uniformed staff, e.g. conducting non-departmental business.
2. Hospital Police Officers shall not wear departmental uniforms while off duty and shall wear an outer garment or remove the uniform shirt while traveling to and from the work site.

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## J. SAFE GROOMING STANDARDS

### 1. All Employees and Service Providers

- a. Hair shall be styled in a fashion that shall not impair vision or create a safety hazard in the work area. Employees shall keep hair, beards, and mustaches clean and neatly groomed.
- b. Fingernails shall be neat, well trimmed, and enhance a professional image. Fingernail length and polish shall be appropriate for the specific assignment and/or task being performed.

## V. OTHER

Any clothing items or clothing or grooming issues not specified above, that are deemed to be unsafe or unprofessional may be reviewed on a case by case basis by designated supervisors or DPS.



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W. T. VOSS  
Executive Director