



**SEVENTEENTH JUDICIAL DISTRICT
ADAMS COUNTY AND THE CITY AND COUNTY OF BROOMFIELD
ADMINISTRATIVE ORDER OF THE CHIEF JUDGE 10-06 (as amended 6/13/2014)**

Dress Code Policy- Trial Court

The manner in which employees present themselves to the public reflects on the image and purpose of the court; therefore, employees are expected to dress appropriately. This policy is necessary so that employees are aware of what is expected of them. This Dress Code applies to both male and female employees.

1. Because many of the jobs involve filing, stooping, and bending, slacks are often appropriate; however, jeans, cargo pants and shorts are not acceptable unless it is a designated "jean day" upon which appropriate jeans (no low-rise or tattered jeans) may be worn.
2. Spaghetti straps, tank tops, see through, low cut blouses, casual T-shirts are not allowed.
3. Skirts are to be worn no higher than 4 inches above the knees.
4. Shorts may be worn as part of a suit ensemble.
5. Tennis shoes, rubber shoes, and flip flops are not allowed.
6. Sweat pants, sweat shirts, and warm-up suits are not allowed.
7. Leggings (unless worn under a length appropriate skirt or dress) are not allowed.

All employees are expected to be neat, professional, and well groomed, and to wear clothing that is the appropriate size and quality, i.e. not too tight or tattered. A good rule of thumb in determining whether a garment is acceptable is how the item is advertised or shown. If it is advertised with active wear, loungewear, or playwear, then it is not acceptable.

Nothing in this policy is intended to direct employees to permanently remove tattoos. However, tattoos may offend some customers and co-workers and may distract from the normal course of business and the image of the Judicial Branch.

Employees' appearance is considered in the professionalism criteria of the performance appraisal process. Any deviations from this dress code for special circumstances must be approved by your supervisor.

Effective this 13th day of June, 2014.

By the Court:

Patrick T. Murphy, Chief Judge
Seventeenth Judicial District