

COMBINED COURT, LARIMER COUNTY, COLORADO LARIMER COUNTY JUSTICE CENTER 201 LA PORTE AVENUE SUITE 100 FORT COLLINS, COLORADO 80521-2761	
IN RE THE ESTABLISHMENT OF A DRESS CODE FOR THE 8 TH JUDICIAL DISTRICT PURSUANT TO COLORADO JUDICIAL SYSTEM PERSONNEL RULES	Courtroom 3A
ADMINISTRATIVE ORDER 2012-3	

Rule 4 (Local Rules) of the Colorado Judicial System Personnel Rules requires that each district implement a dress code policy addressing professionalism and safety in the work place and other work-related settings.

Employees of the 8th Judicial District represent the Colorado Judicial Branch to the public we serve and in our contact with other professionals and governmental agencies. As such, employees should be aware that their personal appearance should promote a positive public image and uphold the status and dignity of the trial courts and probation offices. All Staff should consider that the Judicial Department is a conservative environment that requires and emphasizes respect. Staff are reminded to dress appropriately for their business each day.

This policy is an effort to set minimum standards for 8th Judicial District trial court and probation offices. At no time may a lower standard be established than those set forth herein except as needed in individual cases of safety or work needs such as remodeling, moving of files or equipment, computer installations or probation home visits. In the field, probation officers should dress comfortably, mindful of safety should the need to move quickly arise. Nothing in this policy is intended to hinder the advancement of diversity in the 8th Judicial District. Flexibility honoring freedom of choice will be shown in relation to religious or ethnic attire. This policy applies to all 8th Judicial District employees and it includes interns, volunteers, contract employees, temporary workers and grant funded positions.

Attire shall be "business casual". For purposes of this policy, "business casual" is defined minimally as slacks or a skirt with a professional looking shirt or blouse or a dress. All attire shall be clean and shall have no holes or tears in them. Footwear should be appropriate to maintain safety standards and should be in accordance with the work needs of the job functions the employee is performing.

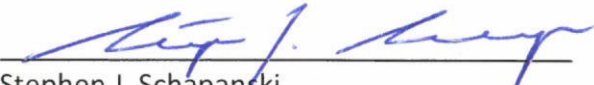
The Chief Judge may designate certain days as "casual". On casual days, employees are permitted to wear jeans so long as they are clean and have no holes or tears in them.

Regardless of designated casual days, jeans are never appropriate if employees are working in the courtroom or making court appearances. Court appearances for probation officers require the most formal of dress, which for male employees includes a tie and jacket, and for female employees includes dresses, suits or pantsuits.

Supervisors and Judicial Officers are responsible to ensure that employees are dressed appropriately for their designated work assignment, that the attire promotes employee safety and is in accordance with this dress code. At any given time, the administrative authority reserves the right to require employees to change any attire that is deemed to be inappropriate for the workplace. Any employee who is dressed inappropriately as determined by the supervisor, Judicial Officer, Chief Judge, District Administrator or Chief Probation Officer, shall be sent home due to his/her failure to comply with this dress code policy and will be placed on Paid Time Off (PTO) or leave without pay if the employee does not have a PTO balance sufficient to cover the absence. Any questions regarding appropriate dress shall be addressed to the administrative authority for guidance.

DATED THIS 13th day of August, 2012.

BY THE COURT:



Stephen J. Schapanski
Chief Judge