

YOUTH GUIDANCE CENTER DRESS CODE - GUIDELINES

AUTHORITY:	Administrative Directive
RESCINDS:	Procedure Manual Item 3-3-015, dated 07/17/17
FORMS:	Special Incident Report (Institutions) (F057-7018)
PURPOSE:	To provide guidelines for youths' appearance and attire at Youth Guidance Center.

I. PROCEDURE

A. Appropriate Attire

1. All youth will wear County clothing, to be issued upon arrival at the Youth Guidance Center. Youth are expected to wear only County clothing on a regular basis during the duration of their stay at the facility, except with medical orders that state otherwise. Youth are permitted to wear their own athletic/tennis shoes, provided they meet YGC's Shoe Guidelines and approval of the unit's SJCO.
2. Clothing should be numbered by staff, assigned to that youth and checked on a daily basis by staff during showers. Youth may not trade clothing or allow anyone else to wear their clothes or shoes. Youth are responsible for the County clothing issued to them until it is checked and returned to the laundry.
3. Clothing must be clean, neat, in good repair and fit properly. Torn or frayed clothing is not permitted and must be reported immediately to supervising staff.
4. Shower shoes/sandals may be worn during showers, p.m. free time and per medical orders.
5. **Shirts** must be worn neatly (tucked in) both within the unit and during movements to and from school and outside recreational activities. County issued **shirts** are color-coded according to appropriate unit assignment. County issued pants must fit properly and be worn to Youth Guidance Center expectations. The minor's clothing is to fit properly and be worn in an appropriate manner. NOTE: gang related attire and style of dress is strictly prohibited.
6. Youth must wear shirts anytime they are out of their rooms. Youth may wear color-coded sweatshirts over their **shirts** during cool weather. Sweatshirts must be numbered in accordance with all other County issued clothing.
7. Socks must be worn with tennis shoes and boots. Shoelaces must be laced and tied correctly at all times.

8. Youth are permitted to possess their own personal shoes, with certain restrictions. Shoes must be athletic/supportive shoes. The shoelaces must be white and laced from the bottom to top. Loose and/or fat laces are not permitted. The shoes may not have numbers on them. The Unit Supervisor (SJCO) will determine if the personal shoes are acceptable (i.e., not gang related). If there is any doubt as to the acceptability of a pair of shoes, the Division Director will maintain the final approval. Any abuse of this privilege will result in the removal of the shoes and issuance of YGC County shoes. Minors are only allowed to possess one pair of work boots. If a minor does not have personal shoes, the unit staff will issue him/her a pair of YGC County shoes.
9. Shorts may not be worn to school without staff approval.
10. Youth must present a neat and clean appearance. Any questions regarding clothing or appearance will be clarified by the SJCO/Duty Officer.
11. Youth are responsible for keeping their hair clean, neat, brushed and out of their eyes. Hair may be tied back; however, headbands are not permissible. Minors are to consult with staff regarding the acceptable methods for tying hair back.
12. If, upon arrival to Youth Guidance Center, a ward has an established beard or mustache, he will be allowed to keep this. Otherwise, youth will be required to shave daily or as needed to present a "clean-shaven" appearance.
13. Torn clothing will be brought to the attention of the staff on duty. If, upon investigation, the damage was discovered to be the result of abuse by a youth of his County issued property, the SJCO will seek restitution by filing a petition with the court. A Special Incident Report will also be prepared by staff.
14. No personal jewelry is permitted. Rosaries youth receive from church may be kept in their lockers. They may not wear them around their neck or keep them in their pockets.

B. Clothing issued to the **youth** at Youth Guidance Center includes the following:

Program pants, color-coded T-shirt, color-coded collar shirts, color-coded sweatshirt, underwear, white T-shirt, KP pants, socks, tennis shoes, boots, short pants (seasonal), shower shoes, robe, pajamas for girls.

REFERENCES:

Procedures: 3-1-022 Youths' Rights

Policies: A-1 Policy, Procedure and the Law
 F-7 Personal Property of Minors in Juvenile Institutions

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APPROVED BY: