WRAPAROUND MILWAUKEE Policy & Procedure	Date Issued: 7/31/02	Reviewed: 7/12/10 By: MJM Last Revision: 11/30/10	Section: ADMINISTRATION	Policy No: 040	Pages: 1 of 1
☒ Wraparound ☒ Wraparound-REACH ☒ FISS ☒ Project O-Yeah	Effective Date: 1/1/11	Subject: DRESS CODE			

I. POLICY

It is the policy of Wraparound Milwaukee that all staff working under the Wraparound Milwaukee program umbrella dress in a respectful and professional manner when representing Wraparound Milwaukee/FISS Services. It is our expectation that anyone who does not follow the stated policy will be directed by their Supervisor to change their attire.

II. PROCEDURE

A. General Dress.

- Clothing must be clean and in good repair at all times.
- Skirts and dress shorts cannot be more than three (3) inches above the knee.
- No low rise pants or skirts, or short tops that allow midriffs to be exposed.
- Spaghetti strap or strapless tops or dresses and low cut tops or dresses cannot be worn.
- Clothing must not be tight fitting and undergarments must not be visible.
- No baseball caps worn indoors.
- No gang related apparel.
- No sweatsuits or gym attire.
- Clothing must not have offensive language or questionable signs or logos on it, or on any Button or Pin attached to the clothing.

B. Court Appearances.

- When appearing in Court, Care Coordinators/FISS Managers must not wear jeans, shorts or T-shirts and should dress in professional attire.

Please remember that Wraparound Milwaukee has hired staff to work with youth and families who have complex needs, and whose identified youth is struggling with emotional and behavioral challenges. These youth are at an age where they are extremely impressionable and are seeking adult role models. Seventy-five percent of the youth we serve are young males, many who are considered to be high risk. Many of our youth have been sexually abused. The youth we work with are exposed continuously to confusing messages about their sexuality and how to present themselves.

The families we work with deserve employees who are dressed appropriately and display impeccable manners. Please remember that you are not only representing yourself, but also the Agency who hired you and the Wraparound Milwaukee program.

Reviewed & Approved by: Bruce Kamradt

Bruce Kamradt, Director