



Superior Court State of Delaware Dress Code Policy Internal Document

1. Purpose

This updated Dress Code Policy is intended to provide Superior Court employees with more robust standards for appropriate attire in the workplace. The Superior Court recognizes and respects the differences of individual interpretations of what one considers appropriate attire. This Policy is intended to balance the Court's interest of maintaining an appropriate workplace attire code without unreasonably infringing upon our employees' individual style, which is influenced by personal, cultural, generational, or financial considerations.

The standards within this Policy regarding appropriate workplace attire within Superior Court includes courtrooms, offices, and a general work environment which will allow for flexibility according to the tasks performed on any given day. The intentions of this Policy are to provide clarity and minimize any confusion of interpretation of what is deemed appropriate workplace attire for Superior Court.

The goal is to hold true to our mission and vision statement while adhering to the core values of the Delaware Superior Court. A professional appearance conveys an atmosphere of competence, respect, dignity, and efficiency. When we conduct ourselves in a professional manner, we encourage the same from those that we are privileged to serve.

2. Applicability

All employees of Superior Court, including casual/seasonal employees, interns, and externs, shall always adhere to the Dress Code Policy at all court-related functions, including but not limited to programs, conferences, and training sessions unless specific notice has been given otherwise.

3. Policy

While this Policy provides examples of what is deemed appropriate and inappropriate attire, these lists are not exhaustive. Superior Court employees are expected to exercise good judgment and use

discretion in their choice of attire, hygiene, and, when applicable, fragrances that surround their area. Exceptions to the Dress Code Policy may be made when there are designated “casual dress days.” Additional exceptions pertain to celebrations, or if there is a medically deemed reason with written documentation from a medical provider that has been provided to Human Resources.

(Casual dress does not apply to any employee while attending court or training that is provided by another agency or when representing Superior Court at any other meeting and/or function.)

4. Attire

- **Uniformed Employees – Shall maintain an appearance that ensures uniformity so the public and our stakeholders can readily identify security personnel in our courthouses.**
 - Court Security Officers – Standard Uniform
 - CSOs shall report to designated duty station in their assigned uniforms.
 - Uniforms should be clean and pressed.
 - Free of any personal items.
 - Only Superior Court assigned items/equipment shall be added to the uniform and always worn (i.e. radio, security equipment, etc.).
 - It is the responsibility of the assignee to ensure all equipment is in good condition and working properly.
 - Shoes shall be clean and in presentable condition that are free of distress and significant wear.
- **Acceptable Casual Attire – Uniformed Employees (On designated days ONLY)**
 - Court issued casual (Polo) Shirt.
 - Court issued uniform pants.
 - Only Superior Court assigned items/equipment shall be added to the uniform and always worn. (i.e. radio, security equipment, etc.).
 - It is the responsibility of the assignee to ensure all equipment is working properly.
 - Shoes shall be clean and in presentable condition that are free of distress and significant wear.
- **Non-Uniformed Employees (Business Casual)**
 - Acceptable Attire
 - DRESSES of an appropriate length (no more than two (2) inches above the knee).
 - JUMPERS

- SKIRTS of an appropriate length (no more than two (2) inches above the knee).
- PANTS
 - NO JEANS/DENIM OF ANY COLOR – (Except on designated casual days.)
 - Leggings allowed ONLY if worn with a longer shirt/top that falls below the behind (buttocks) – the pants/leggings MUST NOT be see-through or show significant wear.
- SHOES
 - Shoes shall be clean and in presentable condition that are free of distress and significant wear.
- ATHLETIC FOOTWEAR
 - CANNOT BE WORN IN A COURTROOM.
 - MUST be clean.
 - Shoes shall be clean and in presentable condition that are free of distress and significant wear.
- COLLARED SHIRTS – Solid colors, patterns, long or short sleeves (if not tucked into trousers must be clean and presentable). Shirts cannot contain any printing, advertising, or slogans; however, brand symbols are permitted (i.e. Polo).
 - Polo Shirts (including polo shirts with the Superior Court seal)
- **Acceptable Casual Attire – Non-Uniformed Employees (On designated days ONLY) (NOT permitted in courtroom.)**
 - T- Shirts & Sweatshirts
 - No depiction of gang symbols.
 - No depiction of vulgar comments.
 - Jeans/Denim
 - MUST be free of rips, holes, tears, and any sign of distress.
 - MUST be in presentable conditions.
- **Unacceptable Attire at Any Time - Tight and/or Revealing Clothing**

Revealing clothing is defined as clothes that shows more than is acceptable in a professional place of business. This includes but is not limited to sheer or see-through fabrics, low-cut tops, and other items mentioned in this policy.

 - Yoga Pants
 - Athletic, workout, or exercise clothing

- Sweatpants
- Jeggings
- Low-cut or see-through clothing (This includes severely worn clothing items)
- Exposed undergarments
- Any clothing that exposes the midriff or back
- Skirts/Dresses with high slits
- Spaghetti Straps
- Shorts
- Overalls or painters' pants
- Halter/tank top/tube top – worn alone (*A jacket or cardigan must be worn*)
- Untucked flannel shirts
- T- Shirts
 - No depiction of gang symbols
 - No depiction of vulgar comments
 - No cut-outs
- Jeans/Denim
 - MUST be free of rips, holes, tears, and any sign of distress.
 - MUST be in presentable conditions
- Footwear (The following may be worn to and from work but MUST be changed at the start of the working day)
 - Shower Shoes
 - Slippers
 - Bare or Stocking Feet
 - NO rubber sandals of any kind (Crocs, Cloudies, EVA -Birkenstock, Oofos etc.)
- Headwear (Except for religious headwear)
- Tattoos & Piercings – MUST be covered if they contain or depict vulgar comments/depictions or gang symbols

5. Employee Accountability

Each employee has a personal responsibility to meet Superior Court's expectations daily that are mentioned in this Policy. This includes their personal appearance, and hygiene. Failure to comply with the established standards shall result in the following corrective actions. To avoid any corrective action, please always have an appropriate change of clothing at your workstation.

Corrective actions:

- 1st Violation – Counseling and verbal warning- The employee is expected to correct the violation and may be sent home to change into appropriate attire.
- 2nd Violation – Written Reprimand - The employee is expected to correct the violation and may be sent home to change into appropriate attire and will be charged for anytime away from the office.
- Subsequent violations shall result in further action pursuant to the Judicial Branch Personnel Rules.
- Supervisor shall be held responsible to ensure that each employee, under their supervision, is aware of, has been given the opportunity to ask any questions and that any questions raised have been discussed, and is following the established standards for appropriate dress.

Effective Date: 9/1/2025

I _____, acknowledge that I have read Superior Court's Dress Code Policy and have been given the opportunity to ask questions that I may have and that any questions that I have raised have been discussed to my satisfaction. I agree to abide by Superior Court's Dress Code Policy.

Employee Signature: _____ Date: _____

Signature Page

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