**Pamerson O. Ifill**

Commissioner

**Dianne Fasano**

First Deputy Commissioner

***One Ashburton Place***

***Room 405***

***Boston, MA 02108***

**MPS Professional Attire**

Employee appearance contributes to the Massachusetts Probation Service’s culture, reputation, and ability to instill trust in the people we serve. Employees are expected to present themselves in a professional manner that results in a favorable impression by court users.

Appropriate and professional business attire includes properly fitted clothing that is in neat and clean condition. Appropriate workplace dress does not include clothing that is too revealing, or clothing with rips, tears, or frays. Examples of inappropriate clothing include tank tops, shorts, flip flops, slippers, leggings, gym/athletic wear, and pants made of blue jean material.

The Massachusetts Probation Service department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change and/or directed not to wear the clothing again.

Management may make exceptions for special occasions, in accommodation of an employee’s medical needs, or in the case of inclement weather. In all instances, employees should seek prior approval before straying from professional business appearance or attire. An employee who is unsure of what is appropriate should check with their manager.

*The above pertains to courthouses, Community Justice Support Centers, administrative offices such as OCP and MTOC. It does not apply to field work or hours previously authorized as field work.*

*The parties agree to meet on or before April 15, 2025, in order to discuss any concerns either party has.*