



Professional Dress Standards at the Academy



The Training Academy is a professional environment where staff, volunteers and contracted service providers meet. We pride ourselves in maintaining high standards and appreciate when visitors to the Academy support our professional atmosphere. One way we see this support is when our visitors dress in a professional way. That being said, different agencies and organizations have varying dress standards. That means it may be difficult for someone who's never visited us to know what we consider as appropriate dress. So, we've created the following guidelines to take some of the guesswork out of what is appropriate to wear to the Academy. We've based our guidelines in part on OYA's Dress Standards policy:

- **The Academy's dress expectations are "Business Casual" as follows:**

- ✓ **Slacks, Pants and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants.

- ✓ **Skirts, Dresses and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.

- ✓ **Shirts, Tops, Blouses, and Jackets**

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the Academy.

- ✓ **Shoes and Footwear**

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.

- ✓ **OYA Uniforms**

OYA uniforms are part of professional dress at the Academy.

- **Each Friday:**

- ✓ Jeans in good condition that are not torn or frayed may be worn.

Important Notes:



Casual clothing such as sweat suits, jogging suits or shorts may be worn only when designated by Academy staff. An example of when this clothing would be appropriate is for a class that requires physical activity – such as our Personal Protection class.



Clothing should not have inappropriate written messages or expose the midriff, thighs, or back, or have revealing necklines.

- Inappropriate written messages include offensive or suggestive words or slogans, gang signs or symbols, or alcohol/drug product advertisements.