	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.03.09
		SUPERSEDES (Policy No. & Date): ADM.03.09 of April 14, 1993	
	SUBJECT: PERSONAL APPEARANCE AND DRESS CODE		Page 1 of 7

1.0 PURPOSE

To provide all Department of Corrections and Rehabilitation employees with guidelines and standards pertaining to personal appearance and dress while on duty.

2.0 SCOPE

The policy applies to all employees of the Department of Corrections and Rehabilitation.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

Existing collective bargaining contracts between the Department of Corrections and Rehabilitation and the various bargaining units for employees.

.2 Definitions

- a. **Employees:** All personnel employed by the Department, regardless of the status of employment, i.e., permanent, exempt, probationary, emergency hire, uniformed, non-uniformed, etc. This category shall also include volunteers.
- b. **Uniformed Employees:** All employees of the Department who are in a series that require the wearing of uniforms, e.g., adult corrections officers, and other specialized clothing such as, health care, food service and maintenance staff, whether their daily work assignments require the wearing of a uniform or not.
- c. **Non-Uniformed Employees:** All employees of the Department who normally wear civilian clothes while on duty, e.g., administrators, program staff, clerical support staff, investigators, etc.

4.0 POLICY

- .1 All Department employees shall present a professional appearance in dress and grooming appropriate for their workstation and function as a means of setting and maintaining a proper atmosphere and relationship with fellow employees, the public, and the constituencies which they serve.

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- .2 Uniformed employees have the additional responsibility to present a proper role model and image in order to encourage positive reactions from the public and positive change in inmate/defendant behavior and attitudes.
- .3 If there is any conflict between the provisions of this policy and those of an employee's Bargaining Unit, the provisions of the collective bargaining agreement shall prevail.
- .4 While in uniform, officers shall not chew gum or use any smokeless tobacco products.
- .5 While in uniform and in public, officers shall be discreet when smoking.
- .6 Employees shall not give away, trade, or sell in whole or part any uniform, patch, or badge issued by the Department. (Reference policy no. ADM.03.09).
- .7 There may be exceptions to this dress code for those employees in training such as the wearing of shorts, t-shirts, rubber shoes, etc., but they must be approved by the staff in charge of training.

5.0 PROCEDURES

- .1 Uniform Regulations
 - a. When uniforms are worn to include jackets, only issued and prescribed items shall be worn in accordance with Division and/or Branch policies.
 - b. Uniforms shall always be clean, neat, and well-fitted.
 - c. Floral adornment of any kind, puka shells, medallions, necklaces, chains, bracelets, earrings, purses, extravagant rings, or any other items which are not prescribed to be worn as part of the uniform is prohibited. Exceptions are wristwatches, identification bracelets, conservatively styled rings, or concealed religious medals.
 - d. If any underclothing is visible, it shall be solid white in color.
- .2 Uniformed Male Hair
 - a. Hair shall be neat, clean, trimmed, and present a groomed, conservative appearance appropriate for a uniformed employee.

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1. Hair shall be trimmed to the contour of the head; and
 2. Hair shall not extend beyond the middle of the ear, below the top of the shirt collar, or cover the eyebrows.
 - b. Sideburns shall be kept neatly trimmed with a length not to exceed 1/2 inch.
 - c. A mustache is permitted but must be kept neatly trimmed and extend no more than 1/2 inch below and beyond the lip line. No handlebars or waxed tips are allowed.
 - d. Beards are permitted if duty functions allow as decided by the division administrator, but must be kept neatly trimmed at all times, with length not to exceed no more than 1/2 inch. Exceptions are justified for medical reasons or under-cover assignments approved by the division administrator.
- .3 Uniformed Female Hair
- a. Hair shall be neat, clean, trimmed, and present a groomed, conservative appearance appropriate for a uniformed employee.
 - b. Hair shall not extend below the top of the shirt collar. If hair is longer than the shirt collar, it shall be worn in a manner so that it does not extend below the top of the shirt collar.
 - c. Only hair pins, bobby pins and conservative barrettes may be worn to control the hair in the prescribed manner; no ribbons or ornaments are permitted.
 - d. While on duty, light makeup is permitted but shall give as natural an appearance as possible. Light perfume or cologne may be worn.
- .4 General Provisions Concerning Hair (Male and Female)
- a. Hairstyle and mustache, sideburn, and beard length for men, shall not interfere with the normal wearing of the approved uniform hat, nor with the wearing of emergency gear such as riot control helmet, gas mask, self-contained breathing apparatus or other required headgear while on duty.

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- b. Hair tinting is permitted but shall be limited to natural colors of the human hair.
- c. Hairpieces or wigs worn on duty shall conform to the same standards as stipulated for human hair. They shall not be worn in a secured area occupied by offenders, or on other hazardous assignments.
- d. The bulk length of hair or hairstyle for women shall not interfere with the normal wearing of the approved uniformed hat, riot control helmet, gas mask or other required headgear while on duty.

.5 Personal Accessories (Male and Female)

- a. Wristwatches and personal medical ID bracelets may be worn; bracelets that cannot be removed from the wrist may qualify as an exception at the discretion of the employee's administrator.
- b. Small purses or wallets that can fit into a trouser pocket without presenting a large bulky appearance shall be permitted, though they may be prohibited within a secured area. Purses or shoulder bags will be permitted while on special assignments or trips when it may be necessary to carry extra personal items. The wearing of "fanny pouches" is prohibited while on duty.
- c. Sunglasses shall not be worn indoors while on duty unless prescribed for medical reasons. Sunglasses may be worn outside while on duty. Mirror-type sunglasses, wraparound, or colorful/extravagant frames are not permitted. Photosensitive eyeglasses are permitted indoors while on duty.
- d. Issued caps shall be worn with the bill/visor facing straight forward.

.6 Non-Uniformed Employees

- a. Clothing worn by non-uniformed employees shall be clean, neat, and appropriate for the environment, workstation, and function of the wearer:
 - 1. Acceptable dress is that dress consistent with general community standards, applicable to their trade and profession, and mindful of the environment in which they are working.
 - 2. In no instance shall non-uniformed staff wear apparel that is unsafe, gaudy, or less formal than that of the average member of the

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community with whom they come in contact in their capacity as departmental employees unless authorized in the line of duty.

- b. Hair shall be neatly trimmed, groomed, and conservative. It shall not be excessive in length and shall not be ragged or unkempt in appearance:
 - 1. Male and female non-uniformed employees shall comply with the provisions of Section 4.0 above.
 - 2. Men who wear mustaches, beards, and sideburns shall comply with guidelines for uniformed officers, Section 4.2 above. Male employees shall appear for work clean-shaven unless a beard is being grown.

.7 General Provisions (All Employees)

- a. Footwear (shoes, boots) shall be clean and in good repair. Rubber zoris or similar type slippers are prohibited while on duty.
- b. Fingernails shall be neat and well-groomed.
 - 1. Food Service employees shall not wear polish of any kind on their fingernails.
 - 2. Uniformed employees may only wear clear nail polish while on duty.
 - 3. All employees who come in contact with offenders on a regular basis as part of their duties shall trim nails to not more than 1/4 beyond the tips of their fingers.
 - 4. Food Service employees shall trim their fingernails so that they do not extend beyond the ends of their fingers.
- c. Underclothing shall be worn at all times. This shall include panties and bras for women.
- d. All employees shall strive to develop and maintain high standards of personal hygiene, including daily bathing to eliminate odors.
- e. All employees who enter secured areas occupied by offenders are prohibited from taking carry-on bags, exercise clothing, personal radios or TVs, or other unauthorized items as determined by the administrator in charge of facility regulations.

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- f. Medallions, necklaces, bracelets, and earrings must be removed before entering a secured area frequented or occupied by offenders.

Exceptions are a wristwatch, a personal medical ID bracelet, and a wedding ring or band. Bracelets that are permanently fixed to the wrist may also qualify as an exception but will be left to the discretion of the facility administrator on a case-by-case basis.

- g. Neckties may be worn but must be the break-away type.

.8 Prohibited Clothing (All Employees)

- a. Tank Tops, shorts (any length), and T-shirts without collars.
- b. Printed "T" or polo shirts that display profanity, sexual symbols or facsimiles, symbols relating to drugs or narcotics, slogans that are indicative of racial prejudices or violence, etc.
- c. Vests without a shirt or blouse underneath.
- d. Mini skirts or slit skirts which expose the leg 5" above the knee.
- e. Abnormally tight trousers or skirts, see-through, backless, or low-cut-front blouses.
- f. Rubber zoris or similar type slippers.
- g. For correctional employees or other Department employees who enter correctional facilities, attire that resembles inmate clothing, e.g., chambray or denim shirts or jackets, etc., are prohibited.

.9 Attire for Court, Hearings, and Meetings

The following provisions shall apply to all employees regardless of assignment, while representing the Department in a court of law, before any official body, board, hearing, meeting, and Civil Service Commission or as a member of any board or panel when such attire is in keeping with the decorum.

- a. Male

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Male employees shall wear attire that is within the decorum of the court, such as a coat and tie combination or a collared sports shirt, trousers, and shoes that are conservative in nature and give professional appearances.

b. Female

Female employees shall wear clothing that gives a professional appearance is conservative in nature, and meets the standards established for female personnel.

c. Department Uniformed Employees may wear their regulation uniform.


.10 Compliance

It will be the responsibility of supervisors to ensure that these policies are complied with. When there is a need to reprimand an employee for noncompliance, it shall be done privately. Continued violations of these policies may result in disciplinary action if warnings and/or orders are disregarded.

APPROVAL RECOMMENDED:

 JAN 01 2024
Deputy Director for Administration Date

APPROVED:

 JAN 01 2024
DIRECTOR Date

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