

1.1.C.5 Employee Dress and Grooming Code

I Policy Index:



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Office of Primary Responsibility: DOC Administration

II Policy:

Employees of the Department of Corrections (DOC) will adhere to appropriate dress and grooming standards for their position while on duty. These standards will reflect the staff member's position within the department.

III Definitions:

Staff Member:

Any person employed by the DOC, full or part time, including an individual under contract assigned to the DOC, an employee of another state agency assigned to the DOC, authorized volunteers and student interns.

IV Procedures:

1. On Duty Dress Standards:

- A. Wardens, the Superintendent of STAR, the Executive Director of the Board of Pardons and Paroles, and Director of Juvenile Community Corrections may implement operational memorandums describing facility/department specific dress codes, mandatory equipment, and dress/grooming standards for DOC staff members.
- B. On duty dress and grooming standards for staff members will include the following:
 1. Clothing will be clean, pressed and well maintained at all times.
 2. Attire normally worn in a recreational or an informal social setting is considered inappropriate, e.g. shorts, t-shirts with writing or illustrations, midriff shirts, miniskirts, or any type of revealing clothing.
 3. When visiting or working in a DOC facility or on the grounds of a DOC facility that houses offenders, staff are discouraged from wearing clothing or dressing in a manner that may contribute to the staff member being mistaken for an offender.
 4. Logos, pictures, embroidery or other depictions on jackets, shirts, belt buckles, ties etc, shall be appropriate for the correctional environment.

- C. The Warden, Superintendent, Executive Director of the Board of Pardons and Paroles, Director of Juvenile Community Corrections or designee will determine:
1. Employment positions and specific situations where it is appropriate for the staff member to wear jeans.
 2. Any appropriate allowances for recreational staff to wear shorts or gym clothes while teaching/leading recreational activities.
 3. Those times when staff members wearing recreational, informal or casual attire may be allowed to enter a facility, typically during non-duty hours.
 4. Those staff who may participate in, and the attire that can be worn on "casual days". Attire on "casual days" cannot conflict with any parts of this policy or other DOC policies.
 - a. Employee participation in casual days will be voluntary and secondary to the execution of the Department's mission.
 - b. Assigned duties and job responsibilities will take priority over employee participation in casual days i.e. employees scheduled to attend court with an offender, meetings outside the DOC, or meetings with representatives of other state agencies or the public.
- D. Facility Wardens or the Superintendent may restrict facial hair for certain staff, i.e. uniformed security officers.
- E. Appropriate footwear must be worn at all times. Closed toe shoes may be required for certain staff members and job positions, i.e. maintenance staff, uniformed security staff.
- F. Jewelry may be worn, however, staff members will not wear jewelry that might constitute a safety hazard or cause injury to an offender or another staff member or is inappropriate or offensive. Staff supervisors may make the final determination of what jewelry may be worn by a staff member during the performance of their assigned duties.
1. The Warden, Superintendent, Executive Director of the Board of Pardons and Paroles, or the Director of Juvenile Community Corrections may prohibit male personnel from wearing earrings while on duty.
 2. DOC staff are not allowed to wear pierced or clip-on rings or studs in or on any visible body area except in their ears.
- G. Custody staff of DOC institutions will wear the authorized duty uniform. All uniform accessories must be authorized by the Warden, Superintendent or his/her designee.

2. On Duty Grooming Standards:

- A. Personal grooming standards will be maintained by all staff and shall include regular bathing and the use of deodorant.
- B. Hair will be clean, well groomed and maintained so it does not constitute a safety or a health problem.
1. Hair dyed to unnatural colors (blue, pink, green, etc.) is prohibited.

- C. Facial hair is permissible provided it does not constitute a safety, sanitation or health problem. Facial hair will be clean and neatly trimmed at all times.
- D. Staff members assigned to specific areas, for example food services, health services, prison industries, etc., may be required to adhere to specific dress and grooming codes necessary for health, safety or sanitation reasons.

3. Off Duty/Non-Job Related Activities:

- A. Staff will not visibly display DOC issued uniforms, clothing or accessories bearing the DOC logo or a DOC facility/department logo while:
 1. Engaging in any activity that would bring question or disgrace or degrade the professionalism of the uniform, e.g., wearing the uniform or parts of the uniform during recreational activities.
 2. Entering an area of any establishment that provides gambling equipment with the intent of using such equipment. This includes but is not limited to video-lottery, slot machines, poker/black jack tables, etc.
 3. Entering any establishment that derives its major business from the sale of alcohol. This includes but is not limited to bars, liquor stores, pubs and sport bars.
 4. Performing duties of other employment.
 5. Attending social or athletic events held off DOC property.

V Related Directives:

None

VI Revision Log:

March 2002: Added flip-flop sandals to On Duty C.

December 2003: Revised policy into separate sections on dress and grooming. Added a reference to casual days. Added restrictions on wearing earrings.

December 2007: Added the Warden's authority to restrict certain facial hair/beards etc. in certain jobs. Changed CEO to the specific facility/agency supervisor as applicable. Minor style/format changes throughout the policy.

November 2008: Revised formatting of policy in accordance with DOC policy 1.1.A.2. Added definition of thongs and flip flops. Revised wording of and deleted thongs in ss (D) of On Duty Dress Standards.

November 2009: Replaced earrings with piercing jewelry in ss (E2 of On Duty Dress Standards).

Added ss (B1 of On Duty Grooming Standards) regarding dying hair an unnatural color is prohibited.

November 2010: Revised formatting of Section I. Deleted definition of flip flops. Revised ss (D of On Duty Dress Standards) to reference closed toed shoes.

January 2012: Deleted "Non-Public" and Replaced with "Public". Added A. "Wardens, the Superintendent of STAR, the Executive Director of the Board of Pardons and Paroles, and Director of Community Corrections may implement operational memorandums describing facility/department specific dress codes, mandatory equipment, and dress/grooming standards for DOC staff members." to Section 1 Renumbered remainder of Section 1. Added 3. and 4. in Section 1 B. Deleted "denim" in Section 1 B.1. Added "informal or casual" to Section 1 B. 3. Added a. and b. to Section 1 C. 4. Added "or is inappropriate or offensive" to Section 1 E. Deleted 2. "Female staff is only permitted to wear piercing jewelry in their ears" in Section 1 E. Deleted "as noted in this section" and Replaced with "in their ears" in Section 1 E. 2. Added "by the Warden, Superintendent, Director or his/her designee" to Section 1 F. Added Section 3 "Off Duty/Non-Job Related Activities".

December 2012: Added "Employment" and "specific situations" to Section 1 C. 1. Added "Staff supervisors may make the final determination of what jewelry may be worn by a staff member during the performance of their assigned duties" in Section 1 F.

Denny Kaemingk

Denny Kaemingk, Secretary of Corrections

01/24/2013

Date