

## 1.1.C.5 Staff Dress and Grooming Standards

### I Policy Index:



**Date Signed:** 07/31/2017  
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**Revision Number:** 14  
**Office of Primary Responsibility:** DOC Administration

### II Policy:

Staff representing the Department of Corrections (DOC) must have a professional appearance which promotes the professional image of the DOC and limits distractions caused by outrageous, provocative, or inappropriate dress. Staff will adhere to appropriate and professional dress and grooming standards while on duty. Staff working in a DOC facility will be cognizant of the potential dangers inherent in working in a correctional environment and dress accordingly to ensure staff safety while working.

### III Definitions:

#### **Business Casual Attire:**

Defined as less formal attire than worn on regular workdays (professional attire) but appropriate to the job functions being performed and the professional image of the DOC.

#### **Business Professional Attire:**

Attire considered appropriate in a conventional, conservative business setting.

#### **Non-Uniformed Institutional Staff:**

Staff assigned to work at any Department of Corrections institution, who are not issued a uniform by the DOC and are required to provide their own clothing for on-the-job work, or contract staff who are required to wear clothing items provided by the contract employer. This includes security staff assigned to specialty security positions where wearing civilian attire is authorized.

#### **Personal Body Alarm:**

A small battery powered emergency notification or alert device that when activated emits a loud sound (in excess of one hundred ten (110db) decibels). Activation occurs when the attached alarm pin is removed from the body of the alarm by pulling the lanyard. The alarm may be carried in a pocket or attached to a belt or waistline of the pants.

#### **Staff Member:**

For the purpose of this policy only, a staff member is any person employed by the DOC, full or part time, including an person under contract assigned to the DOC (contractors), staff member of another state agency, governmental entity, organization or business assigned to the DOC, members of the Parole Board and authorized volunteers (those issued a DOC ID) and student interns.

**Uniform:**

Those items of attire, which are described by this policy and which are required for service wear by the defined staff member. This uniform may be provided in all, or part, by the Department of Corrections. Those items not provided by the Department of Corrections shall be the responsibility of the respective staff member.

**Uniformed Staff:**

SA staff group of correctional officer series staff, including correctional officers, corporals, sergeants and other correctional officer series supervisors through the rank of Major, who are provided with a standard issue of uniform clothing and who are required to wear a uniform in the performance of their duties.

**Well Groomed:**

For the purpose of this policy, well-groomed is defined as hair, mustaches or sideburns that are clean, neatly combed or brushed, trimmed and do not present a ragged or unkempt appearance.

**IV Procedures:****1. Dress Standards:**

- A. It is the policy of the DOC that all staff members will present a professional, businesslike image while on the job. Each staff member's dress, grooming and personal hygiene will be appropriate to the work situation and create a favorable role model and public image. Certain staff may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or meeting certain safety-related grooming standards, depending on the nature of their job.
  - 1. Visitors are not staff members. Appropriate dress for visitors participating in inmate visits is contained within DOC policy 1.5.D.1 [Inmate Visiting](#).
- B. It is the policy of the DOC that acceptable appearance, including proper dress and grooming requirements as contained in this policy are conditions of continued employment.
- C. It is the responsibility of each individual staff member to adhere to the requirements set forth by this policy. Any staff member that is unsure about the correct dress and grooming standard for his/her job will consult with his/her supervisor.
  - 1. Clothing and uniforms will be clean, neat, appropriately fitting and maintained in good order and appearance.
  - 2. Clothing normally worn in a recreational or informal social setting is not considered business professional or business casual.
  - 3. Clothing items that cause distractions in the workplace or are unprofessional, outrageous, or provocative are not appropriate for the workplace. T-shirts, tank tops with straps thinner than 3 inches, halter tops, shorts, midriff shirts, low-cut tops, clothing that doesn't cover undergarments, or sheer clothing without appropriate covering underneath are inappropriate for the workplace.
  - 4. Staff working within a DOC institution will avoid wearing clothing that may be mistaken for prison dress. Staff assigned work within an institution will wear attire that is recognizable and distinguishable from inmate attire.
  - 5. Language, logos, symbols, pictures, designs or embroidery on jackets, hats, shirts, belts, buckles, ties etc, will be appropriate for a correctional environment. Articles that advertise alcohol, tobacco

products, illegal substances, derogatory religious themes, racial references, profanity, gambling or sexual implications are not permitted.

- D. Staff will wear either business professional or business casual attire or a DOC issued uniform while on duty, unless otherwise authorized by their supervisor.
- E. Exceptions to the dress standard may be approved for the following:
1. Assigned duties that require staff to wear casual attire or recreational type clothing (sweat shirts, sweat pants), such as training or work that does not include contact with the public or offenders. This will be determined by the supervisor or trainer/instructor.
  2. Participation in "casual day/jeans day" or other special fund raisers, as approved by the Secretary, Warden, Director or designee. Staff participation in casual day is voluntary. Staff who choose not to wear the approved casual dress will report to duty in business professional, business casual dress or their DOC issued uniform.
    - a. Assigned duties and job responsibilities take priority over staff participation in casual/jeans day. Staff scheduled to attend court, public or professional meetings or performing duties requiring professional attire on casual/jeans day shall dress appropriately.
    - b. Jeans and casual attire will be neat, clean and in good repair.
  3. During travel to conferences, training, etc.
- F. Appropriate footwear must be worn at all times. Closed toe shoes are required for certain job positions, i.e. maintenance staff, uniform staff, kitchen staff. Uniform staff shall wear footwear as described within this policy.
- G. Tattoos advocating or depicting any form of negative religious, racial, ethnic or gender bias, or illicit drugs or drug paraphernalia, or tattoos perceived by staff or inmates as being affiliated with any security threat group or street gang, or tattoos containing nudity or vulgar wording must be concealed during work hours.
- H. Jewelry (rings, watches, necklaces, bracelets, tie tacks, pins, buttons, and earrings) may be worn; however, staff members may not wear jewelry/accessories that may constitute a safety hazard, disrupt the workplace, interfere with job performance, or are deemed inappropriate.
1. Male uniform staff is prohibited from wearing earring(s).
  2. Female uniform staff may wear one pair of stud-type earrings worn in the ear. Dangling or oversized earrings pose a safety hazard and are not allowed to be worn when on duty.
  3. Necklaces and religious medallions may be worn by uniform staff but must be worn inside the shirt. Exceptions may be considered for medical alert necklaces.
  4. Facial jewelry, such as rings, posts, studs, bars or other foreign material worn in the eyebrow, nose, lip, tongue, and/or other exposed body part shall not be worn while on duty.
- I. All DOC staff will be issued a department photo identification cards and/or badge prior to employment or assignment to the DOC. Staff working in or entering a DOC facility will wear the ID or badge in a visible manner.

1. Community corrections staff (parole and Division of Juvenile Services) are required to carry their DOC ID and/or badge on their person while on duty.
  2. Identification cards or badges may not be used or presented to misrepresent official capacity or authority.
- J. Staff members assigned to specific areas of a DOC institution, i.e., food services, health services, prison industries, maintenance, may be required to adhere to specific dress standards necessary to maintain health, safety or sanitation standards/requirements.
- K. Requests for accommodations for any standard(s) outlined in this policy will be considered on a case-by-case basis. The DOC will make every effort to accommodate staff's medical, religious or national custom(s) needs which affect the way he/she dress in the workplace. Staff shall submit any requests for accommodation to their direct supervisor or HR representative.

## **2. Grooming Standards:**

- A. Personal grooming and hygiene standards will be maintained by all staff while on duty. Regular bathing and use of deodorant is required.
- B. Hair will be clean, well groomed and maintained so as not to constitute a safety issue or health concern. Shaggy, unkempt hair is not permissible.
1. Uniform staff's hair will not be dyed in unnatural colors (blue, pink, green, purple, etc.).
  2. Uniform staff will not wear hair in a "Mohawk" or "spiked". Haircuts with visible symbols, letters or graphics shaved or braided into the hair are prohibited.
  3. Male uniform staff hair cannot extend past the top collar of the shirt. Hair in the front shall be groomed so it does not touch the eyebrows. Exceptions may be granted by the Warden for cultural or religious reasons, on a case-by-case basis.
- C. Facial hair can interfere with the proper operation of the Self Contained Breathing Apparatus (SCBA) or other masks required during the performance of certain duties. Uniform staff trained on SCBA and required to don respiratory devices may grow mustaches and/or sideburns only.
1. Sideburns cannot extend below the bottom of the ear. Mustaches cannot extend below the corners of the mouth. Mustaches shall not extend over the lip or beyond the corners of the mouth and shall be neatly trimmed. Handle-bar type mustaches are not permitted.
  2. Male uniform staff will shave facial hair daily (exceptions for mustaches and/or or sideburns). Facial hair shall not be permitted to exceed  $\frac{1}{4}$  inch in length.

## **3. DOC Issued Personal Body Alarms, Radios and Oleoresin Capsicum (OC):**

- A. All staff, including contract staff, volunteers, and visitors/tour participants entering the secure perimeter of the DOC facility shall be issued a personal body alarm.
- B. Personal body alarms will be distributed by control room staff prior to admittance to the facility. Those receiving a body alarm will be instructed on the use of the alarm. Body alarms must be returned to the issuing control room when exiting the facility/secure perimeter unless the alarm has been permanently issued to the staff member.

1. When escorting a tour group/ visitors, the staff member escorting the group/visitor(s) will be equipped with a DOC issued radio.
- C. Each staff member equipped with a radio is expected to be familiar with and follow proper radio protocol. Staff will use and be familiar with the approved "10 signals" and radio emergency codes.
- D. Designated custody and non-custody staff assigned to work with adult offenders may be required to carry Oleoresin Capsicum (OC) spray:
  1. The Warden or Director will determine the need and distribution of authorized OC containers to designated staff based on the potential risk factors and contact with offenders.

#### **4. Off-Duty Display of the Uniform:**

- A. It is understood uniform staff may wear a DOC issued uniform and/or DOC issued clothing, (identifiable by the DOC logo or lettering) in whole or part, when traveling to and from work.
- B. Uniforms and/or DOC issued clothing may not be worn while engaged in any activity that may bring discredit to the DOC or the uniform or while entering any place that may bring discredit to the DOC or the uniform, to include but not limited to the following:
  1. Any activity that would bring question or disgrace to the uniform, the DOC, may reflect negatively on the DOC or corrections profession or may otherwise degrade or detract from the professionalism, ethics and standards of conduct expected and required of DOC staff.
  2. Wearing the uniform or parts of the uniform during recreational or social activities, unless otherwise approved.
  3. Entering an area of any establishment that provides gambling equipment with the intent of using such equipment, such as a casino. This includes but is not limited to video-lottery, slot machines, poker/black jack tables, etc.
  4. Entering any establishment that derives its major business from the sale of alcohol. This includes but is not limited to bars, taverns, nightclubs, liquor stores, pubs and sport bars. Or while consuming alcohol.
  5. Wearing the uniform while performing duties of other employment.
  6. Entering or frequenting any establishment or site that derives its major business from the sale of pornographic or sexually-oriented materials, (books, magazines, sexual devices, videos); or where sexually-oriented entertainment or services are sold, observed, offered or engaged except in the necessary performance of assigned duties.
  7. Allowing one's self to be photographed or recorded/video taped in uniform while engaged in activity not related to employment or official job duties, if the intent is to share the photo, recording/video in a public forum.

#### **5. Uniform Staff:**

- A. The authorized uniform worn by uniform staff will consist of a coat and/or jacket, sweater, shirt, trousers, tie, belt and name tag, all issued by the DOC. For the first year of service (2080 hours), each correctional officer must supply his/her own black shoes or boots. Incomplete uniforms are not allowed. Staff will not mix uniforms.

1. Winter coats, jackets, sweaters and uniform shirts shall have the respective facility's patch sewn one inch (1") or one and one-half inches (1 ½") below the left shoulder seam.
2. An approved American flag will be sewn on the right shoulder of winter coats, jackets and on uniform shirts. The United State Flag patch shall be sewn one inch (1") or one and one-half inches (1 ½") below the right shoulder seam.
3. Approved and authorized pins or insignias may be worn on jacket collars. SCO pins must be centered one half inch (1/2") above the right pocket of the shirt. Longevity pins must be centered on the left pocket cover of the shirt.
  - a. Hash marks (1- Hash mark for every three (3) years of service) will be worn on the left sleeve of the new style jackets. The hash mark will be centered on the sleeve directly below the DOC patch, four (4") inches up from the sleeve cuff.
  - b. Cloth badges will be centered above the left pocket so that the center point of the bottom of the star is one half (½") inch above the left pocket of the shirt.
    - 1) If the badge holes are not covered, adjust accordingly.
  - c. Uniform staff with the rank of Sergeant or above will wear an approved metal badge on their shirts and on their winter jackets.
  - d. All Corporals and above will wear their rank insignia on the lapel of the new style jackets. The insignia will be centered on the lapel one-half (½") inch up from the shoulder.
4. The sleeves on shirts are not allowed to be rolled up.
5. A tie or an approved "dickey" must be worn when conducting official business off the facility such as inmate transports, hospital duty, courtroom appearances, etc. Only "clip on" ties are authorized.
  - a. The Warden may require a tie be worn during VIP tours and inspections.
  - b. When a tie is not worn, only the top button of the shirt may be unbuttoned.
6. Only plain white T-shirts may be worn underneath the approved shirt.
7. Only black socks may be worn with low-cut shoes.
8. The approved belt must be worn at all times.
9. Issued baseball style caps with a stenciled DOC star may be worn.
10. When the weather and particular duty requires, an approved stocking cap, gloves, coveralls or bib-overalls may be worn.
11. Authorized uniform/belt accessories include:
  - a. Flashlight with a case.
  - b. A black or brown pouch for disposable gloves.
  - c. An appropriate tie clasp.

- d. Cuff case/cuffs
- e. Key clip/holder
- f. OC holster
- g. CPR micro shield/pocket mask
- h. DOC issued badge
- i. Body alarm
- j. Radio/holster
- k. Sidearm and holster, authorized staff only, while carrying a duty firearm.
- l. Approved telephone case/telephone

12. Additional standards may be issued in writing by the Deputy Warden. Exceptions due to medical reasons will be referred to the Deputy Warden for consideration on an individual case-by-case basis.

- B. Uniform staff with the rank of Corporal or Sergeant will have the proper chevron indicating the rank on both sleeves of the winter coat, jacket and long sleeved shirt(s). When wearing short sleeved shirts, officers with the rank of Corporal and Sergeant shall wear pins showing the chevrons of the officer's rank on the collar points.
- C. Uniform staff with the rank of Sergeant and above will wear white shirts as a part of their authorized duty uniform.
- D. Only regulation uniforms shall be worn. Uniforms shall be clean, in good condition and void of stains or patched areas. Uniforms shall fit properly, without excessive bagginess or tightness in the trousers or shirt.

## **6. Uniform Issue and Exchange:**

- A. Uniform staff will be issued an initial uniform supply consisting of one (1) jacket with liner, two (2) pair of trousers, three (3) shirts, two (2) name tags, one (1) belt, one (1) necktie or dickey, ID card, training manuals, four (4) numbered chits, radio, radio case, handcuffs, cuff case, cuff key, key clip/holder, CPR micro shield, raincoat. Staff is authorized to carry DOC issued chemical agents within the designated holster upon demonstrating competency and completing the required DOC training.
- B. Staff who fails to complete the 1040 hour probationary period will be required to turn in all issued items in appropriate condition. Officers will pay for total cost of any item returned in unserviceable condition.
- C. Staff who complete the 1040 hour probationary period but fail to complete an additional 1040 hours of consecutive employment will be required to turn in all issued items in appropriate condition. Officers will be required to pay ½ the cost of any item returned in unserviceable condition.
- D. Upon completion of 2080 hours, each officer will be issued two (2) additional shirts and one (1) additional pair of pants.

- E. Staff will be required to pay total cost of any issued item that is damaged intentionally or through negligence. Uniform rips or/or tears shall be repaired immediately and neatly.
- F. Issued uniform items that are unserviceable may be exchanged through the Uniform Lieutenant.
- G. All issued clothing and equipment shall be turned into the appropriate supervisor upon termination/separation of employment.

## **7. Uniform Purchase:**

- A. Uniform items may only be purchased through the uniform staff person.
  - 1. Officers may purchase additional authorized uniforms or equipment at his/her own expense.
  - 2. Uniform item (s) damaged in the line of duty will be replaced at no expense to the staff member upon approval by the Deputy Warden.
  - 3. Staff may be responsible for replacement of uniform items damaged, altered, destroyed or lost through acts of negligence.

## **8. Uniformed Staff Shoe/Boot Allowance**

- A. DOC provides each uniformed staff member with up to \$60.00 shoe/boot allowance annually. Shoes/boots must provide safe, secure footing and offer protection against hazards (all weather with slip resistant soles, when possible). Boots shall be plain toed, design free and solid black in color.
  - 1. An additional \$60.00 boot/shoe allowance annually may be made for staff assigned to special teams.
- B. Allowance date is one year from last purchase date.
- C. Boot allowance on completion of one year.
  - 1. Contact the uniform staff person for last purchase date and shoe/boot purchases.

## **9. Shoe/Boot Purchasing for Uniform Staff:**

- A. Shoes/boots will be self-purchased.
- B. Most vendors accept state vouchers.
  - 1. Purchase order will be for \$60.00.
- C. Purchase orders must be used within 30 days of issued date.
  - 1. Extensions may be obtained through the Uniform Corporal.
- D. Staff will return the signed copy of the purchase order and copy of the sales receipt to the uniform staff person or the business office.
  - 1. Vendor gets the white copy.
  - 2. Purchaser gets the yellow copy.



- a. Purchaser returns the yellow copy to the business office, with the invoice, after the shoes/boots are received.
  - b. Business office gets the pink copy.
3. Staff will be responsible for the cost difference of shoes/boots purchased over the \$60.00 allowance.
- a. Example: Boots cost \$100.00. The state will pay up to \$60.00. Staff must pay \$40.00 difference.

## 10. Uniform Staff Shoes/Boots:

- A. Shoes shall be black in color.
1. Law enforcement or military style, if possible.
    - a. Cowboy style boots are allowed.
    - b. Walking shoes, athletic shoes are allowed provided they can be properly shined with polish, (no-canvas).
  2. Shoe material must be polished (if possible) and in good repair/condition. Approved material includes:
    - a. Leather.
    - b. Vinyl.
    - c. Simulated leather.

## 11. Responsibility and Oversight:

- A. Supervisors shall be responsible for ensuring compliance with this policy. Intentional, willful violations by a staff member will be documented by the staff member's supervisor. Staff that chooses to violate dress and grooming standards is subject to disciplinary action. Any staff member who disputes the application of the standards contained within this policy may request resolution through their appropriate chain of command.
1. Staff who has questions or concerns about the dress or grooming of a staff member entering a DOC institution housing inmates must contact the Officer in Charge (OIC) or staff of equal or higher rank or as directed by institutional procedure or their supervisor.
- B. Any staff member who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises to correct any deficiency and become in compliance with this policy before being permitted to return to duty.

## V Related Directives:

DOC policy 1.5.D.1 [Inmate Visiting](#)

## 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 are 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.

**October 2013:** Added language from institutional OM's into the policy. Numerous other revisions made to the policy. Changed title from "Employee Dress and Grooming Code" to "Staff Dress and Grooming Standards".

**November 2014:** Added "watches" and "tie tacks, pins, buttons" in Section 1 E. Added "graphics" to Section 2 B. 2. Added "Hair in the front shall be groomed so it does not touch the eyebrows" in Section 2 B. 3. Added "Mustaches shall not extend over the lip or beyond the corners of the mouth and shall be neatly trimmed" in Section 2 C. a. Added "Staff are authorized to carry DOC issued chemical agents within the designated holster upon demonstrating competency and completing the required DOC training" to Section 6 A.

**November 2015:** Added "staff trained in SCBA" in Section 2 C. Deleted "Non-Job Related Activities" and Replaced with "Display of the Uniform" in title of Section 4. Revised numbering in Section 4 and Added 6. and 7. to Section 4 A. Added 3. to Section 7 A.

**May 2016:** Added "Staff assigned to an institution housing DOC offenders will wear attire that is recognizable and distinguishable from inmate attire" in Section 1 A. 3. Deleted "Superintendent" in Section 1 C. Added "and/or badges" in Section 1 F. Added 2. to Section 1 F. Deleted "supervisor" and Replaced with "The Secretary of Corrections, Warden, Director or designee" and Added "on a case-by-case basis" in Section 1 H. Added "Exceptions may be granted by the Warden for cultural or religious reasons, on a case-by-case basis. Staff may request an exception by contacting their supervisor or the Warden" in Section 2 B. 3. Added "may reflect negatively on the DOC" in Section 4 A. 1. Added "except in the necessary performance of assigned duties" in 4. and 5. in Section 4. A. Added "incomplete uniforms are not allowed. Staff will not mix uniforms" in Section 5. A. Added h.-k. to Section 5 A. 11. Added "on an individual case-by-case basis" in Section 5 A. 12.

**November 2016:** Reviewed with no changes.

**July 2017:** Added "It is the policy of the DOC that all staff members will present a professional, businesslike image while on the job. Each staff member's dress, grooming and personal hygiene will be appropriate to the work situation and create a favorable role model and public image" Deleted "Dress and grooming standards for staff members during the performance of assigned duties will be appropriate and reflect a professional appearance" and Replaced with "Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or meeting certain safety-related grooming standards, depending on the nature of their job" in Section 1

A. **Added** "members of the Parole Board" and "those issued a DOC ID" to the definition of "Staff Member". **Added** B. and C. to Section 1. **Revised** 2 and 3 in Section 1 C. **Added** definition of "Uniform" and Uniformed Staff". **Added** "Staff who choose not to wear the approved casual dress will report to duty in business professional, business casual dress of their DOC issued uniform" in Section 1 E. 2. **Added** "This will be determined by the trainer/instructor" in Section 1 E. 1. **Added** 3. to Section 1 E. **Added** G. to Section 1. **Added** K. to Section 1. **Added** k. to Section 5 A. 11. **Added** "Shoes/boots must provide safe, secure footing and offer protection against hazards" in Section 8 A. Revised language in Section 11 and **Added** 1. to Section 11 A.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

07/31/2017

Date