

1.1.C.5 Staff Dress and Grooming Standards

I Policy Index:



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II Policy:

Staff representing the Department of Corrections (DOC) must have a professional appearance which promotes the professional image of the DOC. Staff will adhere to appropriate and professional dress and grooming standards while on duty. Staff working in a DOC facility must be cognizant of the potential dangers inherent in working in a correctional environment and dress accordingly.

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.

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.

Non-Uniform Staff:

All DOC staff not required to wear an authorized DOC uniform.

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.

Well Groomed:

For the purpose of this policy with regard to hair, mustaches or side burns, well groomed is defined as hair that is clean, neatly combed or brushed, trimmed and does not present a ragged or unkempt appearance and meets the guidelines established herein.

IV Procedures:

1. Dress Standards:

- A. Dress and grooming standards for staff members during the performance of assigned duties will be appropriate and reflect a professional appearance.
1. Clothing/uniforms will be clean, neat, appropriately fitting and maintained in good order and appearance.
 2. Clothing normally worn in a recreational or an informal social setting is generally considered inappropriate attire, e.g. t-shirts, tank tops, halter tops, shorts, midriff shirts, miniskirts, low cut, see-through or is otherwise revealing tops, tight fitting or clothing that exposes an undergarment (bra or underwear) or athletic shorts.
 3. Staff will avoid wearing clothing that may be mistaken for prison dress issued to inmates. Staff assigned to an institution housing inmates will wear attire that is recognizable and distinguishable from inmate attire.
 4. Language, logos, symbols, pictures, designs and/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, or have sexual implications are not permitted.
- B. Non-uniform staff will wear either business professional or business casual attire, unless otherwise authorized by their supervisor.
- C. The Secretary of Corrections, Warden, Director, or designee will determine:
1. Employment positions and specific instances that require staff to wear casual attire.
 2. When staff will be approved to wear recreational type clothing; such as when engaged in approved work-related recreational activity, training exercises, while working during non-business hours and when staff duties do not include contact with offenders or the public.
 3. Employment positions eligible to participate in "casual day/jeans day". Staff participation in casual days will be voluntary.
 - a. Assigned duties and job responsibilities will 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 will be neat, clean and in good repair.
- D. 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.
- E. 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 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.
 4. Staff is not allowed to wear pierced or clip-on rings, studs or bars in or on any visible body area, except the ear(s).
- F. All DOC staff will be issued a department approved photo identification cards and/or badges prior to employment or assignment to the DOC. Staff working in or entering a DOC facility will wear the ID in a conspicuous manner so that staff may readily see the ID and check the identity of the wearer.
1. Community corrections staff are required to carry their DOC ID and/or badge on their person while on duty.
 2. Identification cards or badges are not to be used to misrepresent official capacity or authority.
- G. 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.
- H. The Secretary of Corrections, Warden, Director or designee may grant specific dress and grooming exceptions for medical or religious reasons on a case-by-case basis.

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 (interfere with the wearing of any approved headgear) or a health concern.
1. Hair dyed to unnatural colors (blue, pink, green, etc.) is prohibited.
 2. Hairstyles such as "Mohawks" or "spiked" are prohibited. Haircuts with visible symbols, letters or graphics shaved into the hair are prohibited.
 3. Male uniform staffs' 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. Staff may request an exception by contacting their supervisor or the Warden.
- C. Facial hair located on certain areas of the face can interfere with the proper operation of the Self Contained Breathing Apparatus (SCBA) or other type of mask required during the performance of certain duties. Staff trained on SCBA 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 custody staff will shave facial hair daily (exceptions for mustaches and/or sideburns).

- D. Staff members assigned to specific areas, i.e., food services, health services, prison industries, maintenance etc., may be required to adhere to specific facial hair/grooming standards necessary for health, safety or sanitation reasons/requirements.
- E. The Secretary of Corrections, Warden or Director has final authority when determining appropriate grooming standards and granting exceptions for medical or religious reasons.

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 are REQUIRED to wear a personal body alarm.
- B. Personal body alarms shall be issued to staff or 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 issued by control room staff must be returned to the issuing control room when exiting the facility/secure perimeter.
 - 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 for 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 a staff member 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; however, uniforms and/or DOC issued clothing shall not be worn in a casual or unprofessional manner or while engaged in the following activities:
 - 1. Engaging in any activity that would bring question or disgrace to the uniform, the DOC, may reflect negatively on the DOC, or may otherwise degrade or detract from the professionalism, ethics and standards of conduct required of staff by the DOC.
 - 2. Wearing the uniform or parts of the uniform during recreational or social activities not approved by the DOC.
 - 3. 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.
 - 4. Entering any establishment that derives its major business from the sale of alcohol except in the necessary performance of assigned duties. This includes but is not limited to bars, taverns, nightclubs, liquor stores, pubs and sport bars.
 - 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 1/2") 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 1/2") 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 (1/2") 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 (1/2") 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 black or brown flashlight 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. 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.

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 repairs 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 Lieutenant.
 - 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.
 - 1. (An additional \$60.00 boot/shoe allowance annually may be made for special teams)
- B. Allowance date is one year from last purchase date.
- C. Boot allowance on completion of one year.
 - 1. Contact the Uniform Lieutenant for last purchase date and shoe/boot purchases.

9. Shoe/Boot Purchasing for Uniform Staff:

- A. Shoes/boots will be self-purchased.
- B. Vendors must 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 Corporal 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 are allowed.
 - c. Athletic shoes are allowed. (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:

- A. Supervisors will not allow a staff member to represent the DOC while wearing unacceptable attire or when grooming/personal hygiene deficiencies exist. The supervisor will instruct the staff member to correct the situation promptly. This may require the staff member to leave the premises to change clothes or to address the grooming/personal hygiene concern.
- B. Violation by any staff member of this policy or repeated/subsequent offenses and/or failure to follow the dress and grooming standards may be grounds for disciplinary action, including termination.

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 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.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

05/24/2016

Date