
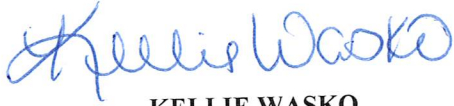


SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.1.C.5	PAGE NUMBER 1 OF 9
		DISTRIBUTION:	Public
		SUBJECT:	Staff Dress and Grooming Standards
RELATED STANDARDS:	None.	EFFECTIVE DATE:	October 15, 2022
		SUPERSESSION:	05/14/2021
DESCRIPTION: Personnel	REVIEW MONTH: November	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) that all staff representing the DOC shall maintain a professional appearance which promotes the professional image of the DOC, and limits distractions caused by outrageous, provocative, or inappropriate dress in the workplace, or that presents a risk to safety or security. Staff will adhere to the established dress and grooming standards of the DOC while on duty. Staff working in the correctional environment will be cognizant of the potential dangers inherent to working in such environments and adhere to these standards to help protect themselves from workplace dangers.

II. PURPOSE

The purpose of this policy is to provide required standards of personal appearance and dress for all employees. Unauthorized equipment, alterations, or additions to the official uniform will not be allowed.

III. DEFINITIONS

Business Casual Attire:

Less formal attire than attire worn on regular workdays, but appropriate for the job functions being performed. Also referred to as professional attire.

Business Professional Attire:

Attire considered appropriate in a conventional, conservative business setting.

DOC Staff:

A staff member is 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.

Ear Gauging:

The process of stretching the ear.

Ear Plug:

A round piece of jewelry worn in a stretched ear lobe.

Ear Taper:

A cone or spike shaped piece of jewelry that is used to stretch a piercing to a larger size.

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Ear Tunnel:

A hollow piece of jewelry that is worn in a stretched ear lobe.

Non-Uniformed Institutional Staff:

Staff assigned to work at any Department of Corrections institution who are not issued a uniform by the DOC, and who are required to provide their own clothing for work, including contract staff required to wear specific clothing items provided by the employer. Includes security staff assigned to specialty security positions within the institution authorized to wear business attire (casual or professional) while on duty.

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 shall be carried in a pocket or attached to a belt or waistline of the pants.

Social Media:

Web-based technology that allows interactive dialogue and includes but is not limited to, print, broadcast, digital and online services, such as blogs, collaborative projects, content communities and social networking sites. Social media sites include but are not limited to Facebook, LinkedIn, MySpace, Twitter, Tumblr, Instagram, Snapchat, TikTok, Google, and blogs, as well as video and photo-sharing sites such as Flickr and YouTube.

Uniform:

Those items of attire required for service wear by the designated security staff. Items that are part of the approved uniform and required to be worn by staff but not provided by the Department of Corrections are the responsibility of the respective staff member. Approved, optional items that may be included within the uniform are generally the responsibility of the staff member.

Uniformed Staff:

Correctional security staff, including correctional officers, corporals, sergeants, and other correctional officer supervisors through the rank of Major, who are provided with a standard issue of uniforms who are required to wear approved uniforms while on duty.

Well Groomed:

Hair, including facial hair, that is clean, neatly combed or brushed, trimmed, and does not present a ragged or unkempt appearance.

IV. PROCEDURES

1. Dress Standards:

- A. It is the policy of the DOC to require all staff members to present a professional, businesslike image while on duty, and adhere to the dress and grooming standards that apply to their individual job position within the DOC. Each staff member’s dress, grooming, and personal hygiene will be appropriate to the work situation and their assigned job. Staff will maintain a professional, businesslike image while working with offenders that supports a favorable role model for offenders, and is consistent in projecting a positive public image that supports the mission, vision, and values of the DOC.
 - 1. Visitors are not staff members. Appropriate dress standards for visitors participating in visits or tours is described in the Offender Visiting policy.

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- B. It is the responsibility of each staff member to know and follow the dress and grooming requirements that apply to their job position. Any staff member who is unsure about the required dress and grooming standards for his/her job position must consult their supervisor. Staff who fail to comply with required dress and grooming requirements may be subject to disciplinary action.
1. Clothing and uniforms will be clean, neat, free of wrinkles, appropriately fitted, 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 that causes or may cause distractions in the workplace, is unprofessional, outrageous, or provocative, is inappropriate for the workplace. T-shirts, sleeveless tops (unless worn under a cardigan or jacket), backless tops, shorts, midriff shirts, low-cut tops, clothing that does not cover undergarments or sheer clothing without appropriate covering underneath, is inappropriate for the workplace.
 4. Staff working within a DOC institution will avoid wearing clothing that may be mistaken for offender attire. Staff will wear attire that is recognizable and distinguishable from offender dress.
 5. Language, logos, symbols, pictures, designs, or embroidery on clothing or clothing accessories will be appropriate for a correctional environment. While not intended to be an inclusive list, clothing or accessories advertising or displaying alcohol, tobacco, illegal substances, derogatory religious themes, racial references, gang affiliation, profanity, nudity, gambling, is political in nature, or includes sexual implications, is not permitted.
- C. Staff will wear attire that is either business professional, business casual, or issued by the DOC (uniform) while on duty, unless otherwise authorized.
- D. 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 (such as sweatshirts, t-shirts, sweatpants, tennis shoes) while on duty.
 2. When assigned to physical work/activity that requires easy movement, loose fitting, or more durable clothing. Exceptions will generally be determined by the supervisor or trainer/instructor.
 3. Staff participation in “casual day/jeans day” or other authorized fund raiser, which permits staff to wear casual attire during work hours, as approved by the Secretary, Warden, Director, or designee. Participation in casual day is voluntary. Staff who choose not to wear casual dress will report to duty in business professional, business casual attire or a DOC issued uniform.
 - a. Assigned duties and job responsibilities take priority over 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. Jeans may not have holes.
 4. During travel to or from conferences or training.
- E. Appropriate footwear must be worn at all times. Closed toe shoes are required for certain job positions. All staff assigned to a workstation that is within the secure perimeter of a DOC institution, shall wear closed toe footwear. Uniform staff shall wear footwear as described within this policy.
- F. Tattoos advocating or depicting any form of negative religious, racial, ethnic or gender bias, illicit drugs, drug paraphernalia or drug use or perceived as being affiliated with any security threat group, street gang or containing nudity, vulgar wording, or determined to be offensive by a supervisor, must be concealed during work hours.

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- G. 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 is deemed inappropriate by a supervisor.
1. Staff may wear stud-type earrings in the ear. Dangling, over-sized, or ear bars pose a safety hazard and are not allowed to be worn by staff assigned to work within an institution.
 2. Ear tunnels and tapers are not permitted. Solid ear plugs may be worn but may not be any larger than two (2) centimeters.
 3. All necklaces must be worn inside the shirt/uniform. Exceptions may be considered for medical alert necklaces.
 4. Facial jewelry must be removed, unless it requires a professional removal procedure, then it must be covered while on duty and working with offenders.
 5. Staff are encouraged not to wear high value jewelry of any kind while working with offenders. Jewelry that staff choose to wear while on duty may not be reimbursed should it become lost or damaged.
- H. All DOC staff will be issued a department photo identification badge upon employment with, or assignment to, the DOC. Staff working in or entering a DOC institution are required to wear their 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. DOC identification cards or badges may not be used or presented to misrepresent official capacity or authority.
 3. Lost identification cards or badges must be immediately reported to a supervisor.
- I. Staff members assigned to specific areas of a DOC institution, i.e., food services, health services, prison industries, or maintenance, may be required to adhere to specific dress standards necessary to maintain and adhere to additional health, safety or sanitation standards or requirements. At a minimum, DOC dress and grooming standards shall apply.
- J. Requests for accommodation by staff will be considered on a case-by-case basis. The DOC will make efforts to accommodate medical, religious, or cultural customs, given the legitimate penological interests of the DOC and staff safety. Staff shall submit requests for accommodation involving dress or grooming standards to their direct supervisor.

2. Grooming Standards:

- A. Personal grooming and hygiene standards will be maintained by all staff while on duty. Regular bathing and use of deodorant are required.
- B. Hair will be clean, well-groomed, and maintained so as not to constitute a safety issue or health concern.
1. Staff's hair will not be dyed in unnatural colors (blue, pink, green, purple, etc.).
 2. Staff will not wear hair in a "mohawk" or "spiked" style. Haircuts with visible symbols, letters, or graphics shaved or braided into the hair are prohibited.
 3. Hair shall be styled in a fashion which shall not impair vision, create a safety-hazard, or interfere with the work to be performed.
 - a. Uniformed staff will wear hair up and not exceed the top of the uniform collar.
 - b. Ponytails and braids are to be rolled into buns on top of or at the back of the head. No loose ponytails or braids are to be worn below the collar.
- C. Facial hair requirements for staff:
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. Handle-bar type mustaches are not permitted.
 2. Staff may have a beard. Beards must be kept trimmed and neat. Neck hair is not permitted.

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3. Facial hair shall not exceed one half inch (½”) in length.

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

- A. All staff, volunteers, and tour participants entering the secure perimeter of the DOC institution, will be issued a personal body alarm.
- B. Personal body alarms will be distributed to those intending to enter the perimeter by control room staff. 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 institution/secure perimeter unless the alarm has been permanently issued to the staff member.
 1. When escorting a tour group/visitors, the escorting staff member will be equipped with a DOC issued radio.
- C. Staff issued a radio are expected to be familiar with and follow proper DOC radio protocol. Staff will use and be familiar with the approved “10 signals” and radio emergency codes. Radios are only issued to staff who have been properly trained in use of a DOC radio.
- D. Staff assigned to supervise 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.
 2. All staff issued OC must be properly trained regarding the use and requirements that apply to OC prior to being permitted to carry OC while on duty.

4. Off-Duty Display of the Uniform:

- A. Uniform staff may wear a DOC issued uniform/clothing (identifiable by the DOC logo or lettering) in whole or part, when traveling to and from work.
- B. Uniforms or other DOC issued clothing may not be worn while engaged in any of the following:
 1. Any activity that would bring question, disgrace, or discredit to the uniform or DOC, or reflect negatively on the DOC, corrections profession, or 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, such as a casino, with the intent of using such equipment. This includes but is not limited to video-lottery, slot machines, poker/blackjack 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.
 5. While consuming alcohol.
 6. Wearing the uniform while performing duties of other employment or for the purpose of misrepresentation.
 7. 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.
 8. Posting to social media or other public forum any photo, recording or image of a staff member, identifiable as a staff member of the DOC by their uniform, DOC issued clothing or visible symbols representing the DOC, which depicts conduct that adversely impacts the DOC, violates applicable DOC policies, is inconsistent with the mission, vision, and values of the DOC, or compromises the staff member’s ability to adequately perform their assigned duties, is not permitted.

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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, two thousand eighty (2,080) hours, each uniform staff member 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 institution'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. 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 inches (4") 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 inch (½") 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 inch (½") 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 institution such as offender 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 are to 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 and holster
 - g. CPR micro shield/pocket mask
 - h. DOC issued badge/ID
 - i. Body alarm
 - j. Radio/holster
 - k. Duty firearm and magazine(s) secured within the issued belt-type holster- authorized staff only
 - l. Protective vest, when issued a DOC firearm
 - m. Approved telephone case/telephone
 12. Additional standards may be issued in writing by the Warden or designee.

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- 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, Return 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, one (1) ID badge, training manuals, four (4) numbered chits, one (1) CPR micro shield, and one (1) raincoat. Staff authorized to carry OC will check this out from the control room.
- B. Staff failing to complete the one thousand forty (1,040) hour probationary period will be required to turn in all issued items in serviceable condition. Staff will be charged the total cost of any item returned in unserviceable condition or lost.
- C. Staff completing the one thousand forty (1,040) hour probationary period but failing to complete an additional one thousand forty (1,040) hours of consecutive employment, will be required to turn in all issued items in appropriate condition. Staff will be required to pay half (½) the cost of any item returned in unserviceable condition or lost.
- D. Upon completion of two thousand eighty (2,080) hours, each uniform staff will be issued two (2) additional uniform shirts and one (1) additional pair of uniform pants.
- E. Issued uniform items that are unserviceable, may be exchanged through the staff member assigned to oversee issuance of uniforms and equipment at the facility. Assigned training staff will be responsible for tracking all state property issued to staff.
- F. All issued clothing and equipment shall be turned into the appropriate supervisor upon termination/separation of employment. All uniforms and accessories issued by the DOC to staff, remain the property of the DOC and must be returned to the DOC when no longer in service. Uniforms and property shall not be sold, lent, borrowed, or given to members of the public.

7. Uniform and Equipment Purchase:

- A. Uniforms may only be purchased through the staff member assigned to oversee issuance of uniforms.
 - 1. Officers may purchase additional items of approved equipment at his/her own expense. The equipment must be of the same type (make and model) of the equipment issued. Staff should consult their supervisor with questions about what type of equipment or items are permitted.
 - 2. Issued uniform item(s) damaged in the line of duty may be replaced at no expense to the staff member by the DOC, with approval by the Warden or designee.
 - 3. Staff may be held responsible for replacement costs (all or part) for uniforms and equipment that is damaged, altered, destroyed, or lost through acts of willful negligence or misconduct.

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8. Uniformed Staff Footwear Allowance

- A. DOC provides each uniformed staff member with up to one hundred fifty dollars and zero cents (\$150.00) footwear allowance, every two (2) years. This can be for one (1) pair of boots or multiple pairs, as long as the dollar amount does not exceed what is set in policy. Footwear must provide safe, secure footing, and offer protection against hazards (all weather with slip resistant soles). Footwear shall be plain toed, design free, and solid black in color.
1. Staff members on special teams may receive up to one hundred fifty dollars and zero cents (\$150.00) every year for boot allowance.
 - a. Special teams include CERT and Honor Guard.
 2. Maintenance staff may also receive one hundred fifty dollars and zero cents (\$150.00) every two (2) years.
- B. Allowance date is two (2) years from last purchase date for uniformed staff and maintenance staff unless an exception is made by the Warden or designee (example – footwear damaged in the line of duty). For special teams, the allowance date is one (1) year from the last purchase date.
- C. The DOC reserves the right to make a final determination regarding all footwear. Staff who purchase unacceptable footwear with a footwear allowance issued by the DOC may not be reimbursed.

9. Footwear Purchasing Protocol:

- A. Footwear must be purchased by staff while off-duty.
- B. Staff may purchase approved footwear from any vendor and submit reimbursement to the business office. The state will reimburse up to one hundred fifty dollars and zero cents (\$150.00) every two (2) years for uniform staff and maintenance staff, and one hundred fifty dollars and zero cents (\$150.00) every year for staff on special teams.
1. Staff must obtain approval from the Uniform Officer prior to the boot purchase.
 2. Documentation showing the purchased item and amount (receipt) must be submitted along with the necessary reimbursement form to the Uniform Officer.
 3. The Uniform Officer will sign the reimbursement form and submit to the business office for payment.
 4. The staff member is responsible for any amount of the purchase exceeding the limit set in policy.
 - a. Example: Boots cost \$200.00. The state will pay up to \$150.00. The staff member must pay the \$50.00 difference.
 - b. Example: Boots cost \$100.00. The state will pay \$100.00.

10. Uniform Staff Footwear Requirements:

- A. Footwear shall be black in color.
1. Law enforcement or military style is preferred.
 - 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 regularly and in good repair/condition. Approved material includes:
 - a. Leather.
 - b. Vinyl.
 - c. Simulated leather.

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11. Responsibility and Oversight:

- A. Supervisors shall be responsible for ensuring staff compliance with this policy. Intentional, willful violations by a staff member will be documented by the supervisor. Violation of dress and grooming standards may present a safety issue and is subject to immediate correction. Any staff member disputing the application of the standards contained within this policy may request resolution through his/her appropriate chain of command.
1. Staff with questions or concerns about dress and grooming standards, shall contact their supervisor.
- B. Any staff member who does not meet the standards of this policy may be required to take corrective action before reporting for duty or before continuing their duties. This may include rectifying the issue on personal (not state) time and returning to duty when the issue is resolved.

V. RESPONSIBILITY

The Director of Prisons is responsible for the annual review and revision as needed of this policy.

VI. AUTHORITY

None.

VII. HISTORY

October 2022
May 2021
April 2021
December 2020
December 2019
April 2019
November 2018
November 2017
July 2017
November 2016
May 2016
November 2015
November 2014
October 2013
December 2012
January 2012
November 2010

ATTACHMENTS (Published in PolicyTech unless otherwise noted) (*Indicates document opens externally)

1. DOC Policy Implementation / Adjustments *(Not published in PolicyTech)*