



## POLICY DIRECTIVE

Policy:	<b>DOC 1.3.57 SECURE FACILITY EMPLOYEE GROOMING, HYGIENE, AND CLOTHING</b>
Effective Date:	03/31/2025 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	
Signature/Title:	/s/ Jim Anderson, Public Safety Division Chief

### I. POLICY

The Department of Corrections will ensure that all secure facility employees maintain grooming, hygiene, and clothing appropriate to their specific duties.

### II. APPLICABILITY

All secure facilities.

### III. DEFINITIONS: See Glossary

### IV. DEPARTMENT DIRECTIVES

#### A. General Requirements

1. In the interests of presenting a professional image to the public and co-workers and serving as a positive role model for inmates, secure facility employees must observe acceptable habits of grooming, hygiene, and clothing.
2. Supervisors are responsible for enforcing the standards of this policy in their work areas.
3. Questions about what constitutes appropriate grooming, hygiene, and clothing may be directed to the position's chain of command or Human Resources.
4. Administrators may establish additional standards as needed for the unique health, safety, modeling, and public image requirements of the work area.
5. The requirements of this policy will not apply to employees who have requested and received a waiver for cultural, medical, disability, or religious purposes. Any person who has a condition due to a protected category (for example, religion or physical disability) that affects any aspect of standards covered by this policy may qualify for an accommodation and should report the need for an accommodation to Human Resources.

#### B. Uniformed and Non-Uniformed Staff Grooming and Hygiene

1. Hair:
  - a. All hairstyles must:
    - 1) be worn in a safe manner,
    - 2) not cover any portion of the eyebrows, and
    - 3) be secured under personal protective equipment when required.
  - b. Non-natural hair coloring, such as purple, orange, green, pink, bright red, and fluorescent (or neon) colors are not permitted.
  - c. Staff may not cut shaved designs into their hair.
  - d. Staff may wear simple barrettes and pins if they do not pose a safety hazard.
2. Facial Hair:
  - a. Beards, sideburns, and mustaches are authorized. They shall be well-groomed, neat, clean, and not pose an officer safety hazard.

3. Jewelry and Piercings:
  - a. Jewelry may be worn if it is professional and does not pose a safety hazard.
  - b. Ear gauges/plugs, if worn, must not present a safety hazard. Ear gauges/plugs must be plain in color and without branding or logos.
4. Tattoos and/or Brandings:
  - a. Obscene, racially/ethnically derogatory, and/or gang tattoos or brandings shall not be visible.
5. Personal Hygiene:
  - a. All staff must maintain proper personal hygiene.
  - b. Fingernails must be trimmed and not pose a safety risk. Nail polish and nail art must be appropriate.

### **C. Clothing and Uniforms**

1. Employees must wear clothing that is clean, in good repair, well fitting, and appropriate for the assigned work area.
2. Officers will be issued gear consistent with the Collective Bargaining Agreement, if applicable, and appropriate for the area to which the officer is assigned.
  - a. Full uniforms are required to be worn on duty, when in direct contact with the public in an official capacity, or when designated by the Administrator. They are not to be worn while off duty, except when traveling to or from work. Staff are not allowed to purchase alcohol or marijuana while in uniform. A full uniform will include the following items:
    - 1) state-issued work shirt
    - 2) state-issued undershirt
    - 3) state-issued pants
    - 4) state-issued duty belt with issued attachments
      - a) an official badge must be attached to duty belt if the employee has been issued one
    - 5) state-issued boots
    - 6) state-issued identification card
    - 7) state-issued hat or beanie (optional) worn with bill or logo facing forward
    - 8) state-issued multiple piece coat (optional)
      - a) the coat consists of pieces that may be added or removed depending on the current climate
  - b. Facilities will follow established requirements for the issuing, return, and exchanges of uniforms.
3. When an employee resigns, is terminated, or retires, their supervisor will collect all state-issued uniforms and accessories, as well as state-issued identification cards.

### **D. Official Badges**

1. Applicable employees will be issued an official badge upon the start of employment.
2. Applicable employees may be permanently awarded their badge after 5 years of employment if they are in good standing with the Department.
  - a. Exceptions for permanently awarding official badges may be allowed at the discretion of the Administrator.

### **V. CLOSING**

Provisions of this policy not required by statute will be followed unless the provisions conflict with negotiated labor contracts, which will take precedence to the extent applicable. Questions about this policy should be directed to the position's chain of command or Human Resources.