



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 1.3.41 EMPLOYEE DRESS, UNIFORM & HYGIENE	
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Reference(s):	DOC Policy 1.3.41	
Signature:	/s/ Jim Salmonsens / Warden	
Signature:	/s/ Gayle Butler / MCE Administrator	

I. PURPOSE

To ensure the employees of Montana State Prison (MSP) and Montana Correctional Enterprises (MCE) dress and maintain their appearance in a manner that will promote their personal safety and project a professional and conservative image.

II. DEFINITIONS

Non-uniformed Staff – those staff members who are not required to wear a uniform to work.

Uniformed Staff – those staff members who are required to wear a uniform to work. This includes officers, and may also include such areas as infirmary, recreation, food service, etc.

III. PROCEDURES

A. General

1. In the interest of presenting a professional image to the public and serving as a positive role model for inmates and the public, all employees must observe good habits of grooming and personal hygiene.
2. Staff may only wear uniform clothing and associated items while on duty and when representing MSP/MCE during authorized functions in the community, unless otherwise directed by the Warden and / or MCE Administrator, e.g., jean day, breast cancer awareness, etc.
3. Staff must always wear their issued MSP ID card in a conspicuous location on their outer clothing at all times while on duty. Ranch and Dairy supervisors may keep their ID in a pocket on their person while out on the ranch. The ID must be attached to the clothing prior to entering the facility. The ID card must be kept as issued with no alterations.
4. Staff family members may not wear uniforms whole or in part.
5. Staff who are on their way to work or returning home from work may not wear their uniform when purchasing alcohol or entering an establishment whose primary function is the sale of alcohol.
6. Staff must dress professionally and appropriately while on duty. Items not allowed for wear

include, but are not limited to:

- a. spandex and/or other form fitting clothing.
 - b. dirty, wrinkled, worn, ripped, or faded clothing.
 - c. shorts.
 - d. camouflage clothing (exception: staff that are issued this type of clothing as their daily uniform).
 - e. black or navy-blue SWAT type clothing (exception: staff that are issued this type of clothing as their daily uniform, such as MSP Tactical Teams).
 - f. clothing with designs that are not correctional related/Department approved.
 - g. sandals and flip flops are not allowed. Sandals do not include women's open toed dress shoes; and
 - h. any clothing item, including hats, that isn't specifically authorized in this procedure.
7. At no time are staff allowed to bring or store unworn civilian clothing inside the fenced perimeter. Employees may wear athletic shoes and attire during approved physical fitness activities (with the exception of spandex) while on their meal break. The employee must store the attire in their vehicle or the designated lockers in the Wallace Building staff locker rooms. The employee must change into and out of the attire in the Wallace Building staff locker rooms. Refer to *MSP 3.1.5 Entrance Procedures & Detainment of Non-offenders* for authorized and prohibited items.
8. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of the employees they supervise. Supervisors shall make the final decision as to appropriate dress, grooming, and personal hygiene. If a supervisor determines that an employee's dress, grooming and personal hygiene or appearance is inappropriate, the employee shall be required to immediately remedy the problem subject to grievance per collective bargaining agreement or Department policy. Refer to *2.21.8011 Administrative Rules of Montana (ARM)*
9. Upon termination of employment, every staff member must return all state issued equipment and clothing to the Human Resources Department. e.g., IDs, RSA computer token/device, chits, keys, gear belt. Other items such as clothing (which would be at home) must be returned to HR within 3 business days. If a staff member is on administrative leave, they must leave their MSP ID and RSA computer token/device with HR until their leave status has changed.
10. Exceptions to the conditions of this procedure may be made on a case-by-case basis to address individual documented medical problems. Staff will contact HR regarding any accommodation that may be needed.
11. Hats, if worn, will be the approved black baseball cap (or other approved hat type and color for designated work locations, e.g., hard hat for Food Factory and red cap for Food Service) with the badge design embroidered on the front or a plain solid black stocking cap. If desired, the employee may have his/her job title or work location embroidered on the back of the ball cap. Staff working on the Ranch may wear cowboy hats (not state issued).

B. Uniformed Staff

1. All state issued clothing will be issued with appropriate badges or insignias.
2. Correctional Officers uniforms will consist of the following:
 - a. the General provisions are as follows:

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- 1) uniform staff will report to work or any work-related training wearing full uniform, including duty belt, unless other attire has been approved by a supervisor. The jacket is optional depending on weather.
 - 2) BDU pants and polo shirt will be neat, clean, ironed/wrinkle free, and worn in a manner that presents the image of a correctional professional.
 - 3) uniform staff must remain in full uniform (considering exceptions prescribed in operational procedure) for their entire shift until relieved and at their vehicle / carpool in the parking lot.
 - 4) correctional officers are allowed to wear personal long sleeve shirts (plain black) under uniform polo shirts; and
 - 5) correctional officers' state issued clothing must not be altered by attaching additional badges or insignias, other than those issued by the State.
- b. the correctional officers' uniform shall consist of the following state issued clothing:
- 1) pants – gray BDU with 6 pockets. If the issued pants have metal waist adjustment clips, they must be removed.
 - 2) short sleeve shirt – black polo with embroidered badge and seamless security logo. Polo shirt must be neat and clean in appearance and worn tucked into the BDU pants.
 - 3) waist length jacket worn by all areas including, Tactical Teams, Transportation, Security Technicians, and Sgt.'s.
 - 4) an MSP approved black sweatshirt, crew or V-neck may be worn over the polo shirt, with the color of the polo shirt on the outside.
 - 5) boots – black polishable and state issue. Must blouse pants at the top of the boots or tuck pant legs inside of the boots. The boot laces will be tucked into the top of the boot. Staff with a medical condition that prohibits them from wearing the state issued boot must provide a slip from their medical provider. Supervisors will work with these employees to approve personal footwear that meets their medical needs.
 - 6) black baseball cap with approved logo (optional), or plain black stocking hat (no logos)
 - 7) black nylon duty belt. This duty belt will be worn on the waist and secured to the trouser belt with keepers and over the tucked in polo shirt. The duty belt must be worn at all times.
 - 8) uniformed security staff will have handcuffs on their person at all times while on duty at MSP.
 - 9) cuff case.
 - 10) badge holder – is to be worn on the duty belt.
 - 11) badge – is to be affixed to the badge holder worn on the duty belt.
 - 12) service pins (5, 10, 15, 20, 25, and 30 year).
 - 13) glove pouch.
 - 14) twenty-inch chain (one).
 - 15) key clips (two).
 - 16) key and equipment chits (as issued in accordance with tool and key control procedures); and
 - 17) rapid link (one).
- c. approved non-issued uniform items are as follows:
- 1) long sleeved, plain black, crew or V-neck, under shirt, turtleneck, mock turtleneck to wear under the issued polo shirt
 - 2) raincoat – black.
 - 3) gloves – black.

- 4) trouser belt – black.
 - 5) name tag – silver colored name pin (½” x 2½”), or embroidered cloth strip on black background; and
 - 6) service stars – two year (silver) or embroidered cloth strip on black background.
rank insignia pins are to be pinned on the collars of the uniform shirt and field jackets.
3. Correctional Special Response Team (CSRT) uniforms consist of state issued clothing that will be issued with the appropriate emblems and patches attached. This includes the following:
 - a. pants – subdued urban camo BDU.
 - b. short sleeved – black polo shirt with embroidered badge must be worn tucked into the pants.
 - c. long sleeved, plain, black, crew or V-neck, turtleneck, mock turtleneck, sweatshirt (one consistent style for all members), pull over style (no button ups, zippers, or hoodies) for wear over the issued polo shirt. Only the issued sweatshirt will be allowed to be worn as part of the uniform.
 - d. rank insignias must be worn on the shirt collar/jacket epaulet; the collar of the polo shirt to remain on outside of sweatshirt to maintain uniform appearance, professionalism and ensures the rank insignia of the supervisors is visible to all other staff.
 - e. rank insignias must be worn on the shirt collar/jacket epaulet.
 - f. black jacket.
 - g. black duty belt.
 - h. handcuffs and restraint key.
 - i. flashlight and case.
 - j. radio holster.
 - k. 4 belt keepers.
 - l. glove pouch.
 - m. badge (must be worn on the duty belt).
 - n. black polishable boots – as issued to Correctional Officers through the Warehouse.
 4. Approved non-issued items for CSRT are as follows:
 - a. long sleeved, plain, black, crew or V-neck, turtleneck, mock turtleneck under shirt for wear under the issued polo shirt.
 5. Correctional Officers & Sergeants are approved to wear a black t-shirt, that displays the MSP emblem, while working in Restrictive Housing or the Secure Adjustment Unit. Staff are required to arrive at work wearing the current uniform’s standard black polo and may remove the polo (when working in Restricted Housing or the Secure Adjustment Unit). If the uniform polo is removed during shift, it must be placed in a secure area where there is no inmate access.
 6. Fire crew uniforms are as follows:
 - a. fire crew staff, when on a work assignment burning or applying weed chemicals, are allowed to wear state issued Nomex fire pants.
 7. MSP Food Service staff will wear the following clothing which will be issued in the appropriate color (when specified) with the appropriate emblems and patches attached:
 - a. smock or apron.
 - b. black jacket/parka.
 - c. maroon or white shirt.
 - d. maroon sweatshirt; and
 - e. pants.

8. Infirmary staff uniforms consist of the following:
 - a. RN's, LPN's, SDA's, PA's, ward clerks, and dental staff must wear medical uniforms, with the exception of solid dark blue or khaki medical scrubs and/or lab jackets. EMT-X pants are authorized as optional wear, color restrictions apply.
9. MSP Maintenance Department uniforms will consist of the following:
 - a. maintenance staff must wear work clothing that is appropriate for the tasks being performed and must be clearly identifiable as staff members.
 - b. all state issued clothing will be issued with the authorized emblems and patches already attached. This includes the following:
 - 1) inclement weather clothing consists of black Carhart type bib overall or coverall, and jacket; and
 - 2) black polo shirt.
 - c. approved non-issued uniform items consist of the following:
 - 1) shirt – conservative color and style.
 - 2) pants – conservative color and style.
 - d. tan Carhart type jackets are not permitted.
10. MCE staff uniforms will consist of the following:
 - a. MCE staff must wear work clothing that is appropriate for the task being performed and must be clearly identifiable as staff members.
 - b. staff working in production areas (e.g., all Ranch, Dairy, Industries, Food Factory, Vocational Education, Canteen and License Plate Factory programs) must wear approved MCE state issued logo shirts. Four shirts will be issued. Staff may purchase additional approved logo shirts from MCE. Shirts will be replaced as worn out, with a maximum of four replacements per year.
 - c. staff working in non-production areas (Directors, Administrative and Accounting staff) must wear professional appropriate clothing (not state issued) or approved MCE state issued logo shirts.
 - d. protective lab coats will be provided for employees working in production areas such as Motor Vehicle Maintenance and the Dairy; and
 - e. tan Carhart type jackets are not permitted.

C. Non-Uniformed Staff

1. For reasons of security and staff safety, staff are discouraged from wearing all kaki/tan or navy/dark blue colored clothing. This will help distinguish staff from inmates.
2. Administrative staff (Wardens, Administrators, Bureau Chiefs, Directors, Unit Managers, Department Heads) must hold themselves to a higher standard to help develop professionalism in their work areas.
3. Non-administrative staff will wear garments that are appropriate to the individual employee's job assignment/duties, work location, and climate conditions. Supervisors will provide guidance to new hires as well as current employees on appropriate attire.
4. The general provisions for non-uniform staff are as follows:
 - a. employees will use discretion when attending meetings as a representative of the facility. Unscheduled meetings may require a change of clothing, if appropriate.

- b. a supervisor may allow an employee to wear more casual clothing on days when the employee is going to be performing tasks that are hard on clothing, such as moving boxes or files, heavy cleaning, conducting searches, etc.
- c. footwear must be appropriate for climate conditions and the employee's job assignment/duties, work location, and as determined by their supervisor. Some examples of footwear for location or job assignment are as follows:
 - 1) athletic shoes for personnel performing duties that involve prolonged standing or walking.
 - 2) insulated pack-style boots for freezing weather.
 - 3) rubber knee high boots for dairy supervisors; and
 - 4) cowboy style boots for Ranch supervisors.
- d. clothing must be conservative in design and not form fitting or revealing. This includes the following:
 - 1) skirts must extend below the knee, and skirt slits shall not extend above the knee.
 - 2) fishnet hose are not allowed; and
 - 3) spaghetti straps, backless tops, short shirts, tube tops, tank tops, halter tops, sleeveless tops, or other sheer or revealing dresses or blouses must not be worn.

D. Jewelry

1. To ensure compliance with the Department of Health standards established for this industry, the only pieces of jewelry Food Service staff may wear while on duty is a simple wedding band and wristwatch. The wristwatch may not be worn when the staff member is involved with direct food production.
2. The following jewelry limitations shall be followed for all MSP/MCE employees:
 - a. rings – two; a set of wedding rings is considered one ring.
 - b. wristwatch – one.
 - c. bracelet – one.
 - d. necklace – one; and
 - e. earrings consist of the following:
 - 1) one pair; simple earrings; one per earlobe (gauges are not permitted).
 - 2) facial piercing(s) are allowed to be visible, with single small post. Piercings cannot interfere with the wearing of protective equipment required by assigned position or duties

E. Hair

1. The General guidelines for hair at MSP and MCE are as follows:
 - a. staff must keep their hair (including facial hair) neatly trimmed, neatly arranged, clean, and styled to present a professional appearance which does not cause a distraction. Designs, numbers, or initials cut or sculpted into the hair are prohibited.
 - b. staff whose duties require them to serve or prepare food must wear a hat and/or hair guard, and beard guard (if applicable) when handling food; and
 - c. staff must keep their head or facial hair in a manner that allows proper utilization of security/safety equipment (i.e., staff members that may be required to wear a Self-Contained Breathing Apparatus or a Chemical Agents Mask must keep their head and facial hair in a manner that does not prohibit the apparatus or mask from attaining a tight seal).
2. Hair for staff will consist of the following:

- a. if a hat is worn; the bulk of the hair must not interfere with the proper fit; and
- b. staff members whose regular job duties bring them in direct contact with inmates on a daily basis, and who have hair longer than shoulder length, are encouraged to keep their hair in a bun or pulled back in a ponytail.

F. Tattoos

1. Tattoos are allowed, but it is preferred that staff who have them keep them covered. Offensive or questionable tattoos will be reviewed on a case-by-case basis.

G. Badges

1. The Warden will determine who will be issued a badge.
2. Badges are ordered from the Warehouse and purchased in accordance with state law, per the instruction of the Warden.
3. The Associate Warden of Security will ensure that all state purchased badges are accounted for as:
 - a. issued to a current employee.
 - b. awarded to a former employee; or
 - c. in storage.
4. Badge awards are as follows:
 - a. employees who have completed a minimum of ten years of service may have their badge permanently awarded to them upon termination of employment in good standing.
 - b. employees who want to keep the badge must submit a written request to the Warden; and
 - c. the badge must be affixed to a plaque before it is awarded to the employee, so that it can no longer be used as a functional badge.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Warden's or MCE Administrator's office.

V. ATTACHMENTS (none)