DEPARTMENT OF CORRECTIONS

Policy:	**103.221**
Title:	**Uniforms, Attire, and Personal Hygiene**
Effective Date:	**8/6/19**

PURPOSE: To provide for a consistent standard of appearance for all employees and to establish guidelines regarding attire, in order to project a professional image.

A**PPLICABILITY**: Department-wide

DEFINITIONS:
Casual day – a day specifically designated by management when employees may slightly relax standards of business attire, while still presenting a professional image to the public and other employees, and positive role modeling to offenders.

Long-term contractors – individuals who are permanently assigned to a department work area by their employer. This does not include contractors who are at the department for time-specific or project-specific reasons and who do not consider the department work area their regular work location.

Personal protective equipment (PPE) – as defined in Policy 105.113, "Personal Protective Equipment (PPE)."

Uniform – department-issued attire and/or department identification required for specific job classifications.

PROCEDURES:

A. While on the job or representing the department, all employees and long-term contractors are expected to maintain an appearance that promotes a positive and professional image. Employees are expected to maintain a high standard of cleanliness and personal hygiene.

1. Non-uniformed employees are expected to dress in professional or business attire appropriate for the workplace and work assignment. Managers and supervisors are expected to set expectations for their work units. The appointing authority may set overall standards.

a) Footwear must be business appropriate. Closed shoes are required for potential emergency responders. Closed shoes are highly encouraged for individuals with significant offender contact or who work in offender work/housing areas. Shoes that pose a safety risk are not allowed.

b) Central office, facilities, and field services offices may designate casual days. Casual days do not apply to uniformed employees. Acceptable casual day attire includes clothing that is not considered to be unacceptable attire (see section A.1.c) below).

c) The following list includes many, but not all, examples of unacceptable attire that apply to both regular business days and casual dress days.

- Any attire that exposes the body to the degree that it violates appropriate dress for a public facility;

- Spandex/lycra, leggings, or other form-fitting clothing (including shirts, shorts, skirts, dresses and pants);
- Tops that allow cleavage to show;
- Halter tops, tube tops, crop tops, tank tops, tops with cutout back, or tops with large armholes;
- Exposed undergarments and exposed midriffs;
- Sheer or see-through clothing;
- Extremely low-rise or sagging pants;
- Mini-skirts or dresses;
- Shorts;
- Athletic apparel not appropriate to the employee's job function;
- Hats/caps/sunglasses (indoors);
- Any clothing that is ripped, tattered, torn, ragged, or soiled. Clothes with holes or not in good repair; and
- Clothing that displays offensive material or political expressions or advertises a product, service, or affiliation (except department logos, or, in the case of long-term contractors, who may wear branded apparel from their employer organization).

2. Uniformed employees must comply with uniform standards and procedures outlined in Policy 103.2215, "Uniforms and Attire – Facilities," Policy 103.2216, "Corrections Officer Standardized Equipment," and Policy 103.2217, "Honor/Color Guard and Memory Guard."

   a) An employee may not wear the employee's uniform for outside employment/activities; while purchasing or consuming alcoholic beverages or in any establishment where the primary business purpose is the sale of alcoholic beverages; while participating in gaming/gambling; or during any other activities that may tarnish the image of the department.

   b) When representing the department out of uniform during in-service or off-site training, uniformed employees must adhere to the guidelines outlined in Procedure A for non-uniformed employees.

B. The department provides and maintains Personal Protective Equipment (PPE) as required by safety standards for all job classifications, uniformed and non-uniformed, as outlined in Policy 105.113, "Personal Protective Equipment (PPE)."

C. Managers and supervisors must counsel employees who dress inappropriately or do not maintain cleanliness and personal hygiene standards. Documentation of coaching and counseling employees for these purposes must be maintained in the employee's supervisory file according to the retention schedule for supervisory files. If non-compliance continues, the non-compliance may be reflected in performance evaluations (see Policy 103.018, "Performance Management System"). If the dress compliance issue is not corrected, supervisors may consult with their supervisory chain of command and human resources to develop an action plan. Action plans may include sending the employee home on unpaid leave or other appropriate action. The employee may be allowed to return when compliance is achieved.

D. Supervisors and managers may make exceptions to the dress guidelines for their employees when appropriate. Examples may include: medical reasons, reasonable accommodations (see Policy

103.310, "Reasonable Accommodation"), or special projects or assignments that require certain clothing. This may include requiring employees to dress in standard professional or business attire on a designated casual day, when appropriate.

E. Supervisors and managers must address issues regarding sensitivity and/or allergic reactions to fragrances on a case-by-case basis. An employee may be asked to refrain from using certain fragrances if co-workers have sensitivity and/or allergic reactions to fragrances.

INTERNAL CONTROLS:

A. Documentation regarding uniforms, attire, and personal hygiene, including a description of the issues and actions taken, is retained in the employee's supervisory file according to the retention schedule.

ACA STANDARDS: None

REFERENCES: All labor agreements/employee plans
Policy 105.113, “Personal Protective Equipment (PPE)”
Policy 103.2215, "Uniforms and Attire - Facilities"
Division Directive 103.2216, “Corrections Officer Standardized Equipment”
Division Directive 103.2217, Honor/Color Guard and Memory Guard”
Policy 103.018, "Performance Management System"
Policy 103.310, "Reasonable Accommodation"

REPLACES: Policy 103.221, “Uniforms and Attire,” 11/21/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:

Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services