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<p>POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures</p>				

<p>Title</p> <p>GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF</p>
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Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
<p>IC 4-24-1-1 IC 11-8-2-5(a)(8)</p>	<p>02-03-104 04-03-103 04-03-110</p>	<p>04-03-109 (Eff. Date 11-1-2019 / ED # 19-67)</p>

I. PURPOSE:

The purpose of this policy and administrative procedure is to provide personal grooming standards for all staff; Custody, non-Custody, and contractual of the Department of Correction.

II. POLICY STATEMENT:

The Department of Correction is a professional agency and the staff representing the Department shall maintain a professional appearance. In order to maintain this professional appearance, staff shall be clean and well-groomed at all times. A professional image is enhanced when employees keep high standards in their personal appearance and grooming. Employees are to ensure that their grooming does not detract from the work environment and does not impede the employee in the performance of their duties.

All Department staff shall reflect an appearance compatible with their assigned duties in order to create a favorable public image and a positive effect on offenders and parolees. Employees shall adhere to the standards established in this policy and administrative procedure as well as the appropriate policy and procedure for uniformed or non-uniformed staff dress standards.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definition is presented:

EMPLOYEE, STAFF, OR STAFF PERSON: Any and all persons employed by the Department, including contractors and volunteers.

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IV. GROOMING STANDARDS:

All employees shall report for duty clean and well-groomed. Employees shall maintain a clean and neatly groomed appearance throughout the work period, unless assigned to duties that will not permit the employee to remain clean or special circumstances occur that cause an employee to become dirtier than normal as a result of assigned duties. For the purpose of this policy and administrative procedure, Maintenance staff shall adhere to the non-uniformed grooming procedures in subsection B below.

A. Uniformed Staff

1. Hair shall be neatly trimmed, clean, and styled in manner that does not interfere with the wearing of any approved headgear. Hair shall not be ragged or unkempt. Hair on the crown and sides of the head shall be neatly groomed so as not to cover any portion of the ears. Hair in the front shall be groomed so that it does not touch the eyebrows. Hair on the back of the head shall not touch the collar of the uniform.
2. Hair coloring, if used, must appear natural. Ribbons or ornaments shall not be worn in the hair except for neat and inconspicuous hair pins, blue or black / elastic or fabric headbands (subject to search), and barrettes. Plastic headbands are not permitted
3. No hair styles with numbers or other graphics shaved in the hair shall be permitted. Employees shall maintain a professional, neat, and clean appearance.
4. Hairpieces or wigs, if worn, shall conform to the same standards as natural hair.
5. Sideburns, if worn, shall be neatly trimmed and shall not extend below the middle of the ears. Sideburns shall be of even width and end in a clean shaven horizontal line.
6. Uniformed staff may wear beards. Beard length shall not exceed one-half (1/2) inch and shall be maintained in a neat and trimmed manner. No designs, parts, or patterns shall be cut into the beard and the beard shall closely follow the jaw and chin lines. Braids, beads, and tie-ins are not authorized. Beard coloring, if used, shall appear natural. The neck shall be clean shaven. The beard shall not

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interfere with the proper fit of any personal protection equipment. If there is interference, the employee shall be required to trim the beard for a proper fit.

7. Mustaches shall not extend over the lip or beyond the corners of the mouth, unless groomed into a beard. Staff shall maintain a professional, neat, and clean appearance. The mustache shall not interfere with the proper fit of any personal protection equipment. If there is interference, the employee shall be required to trim the mustache for a proper fit.
8. Fingernails shall be clean and neatly trimmed and shall extend no farther than one-quarter (1/4) inch beyond the tip of the finger. Fingernails shall not be shaped in a manner that may present a danger to the employee or others, or that may interfere with the assigned duties. Nail polish is permitted to be worn by all staff.
9. Cosmetics, when worn by any and all employees, shall be applied conservatively to enhance the natural features of the employee and maintain a professional appearance.

B. Non-uniformed staff

1. Hair shall be neatly trimmed, clean, and styled in a manner that does not interfere with the wearing of any approved and necessary headgear and/or personal protection equipment. Hair shall not be ragged or unkempt.
2. Hair coloring, if used, shall be natural in appearance.
3. Hairpieces or wigs, if worn, shall conform to the same standards as natural hair.
4. Hair shall not have numbers, graphics, or other designs cut into it. Staff shall maintain a professional, neat, and clean appearance.
5. Employees may wear beards. Beard length shall not exceed one-half (1/2) inch and shall be maintained in a neat and trimmed manner. No designs, parts, or patterns shall be cut into the beard and the beard shall closely follow the jaw and chin lines. Braids, beads, and tie-ins are not authorized. Beard coloring, if used, shall appear natural. The neck shall be clean shaven. The beard shall not

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interfere with the proper fit of any personal protection equipment. If there is interference, the employee shall be required to trim the beard for a proper fit.

6. Mustaches shall not extend over the lip or beyond the corners of the mouth, unless groomed into a beard. Staff shall maintain a professional, neat, and clean appearance. The mustache shall not interfere with the proper fit of any personal protection equipment. If there is interference, the employee shall be required to trim the mustache for a proper fit.
7. Hair ribbons and other ornaments may be worn but shall not distract from the work environment or cause a safety concern.
8. Fingernails shall be clean and neatly trimmed and shall extend no farther than one-quarter (1/4) inch beyond the tip of the finger. Fingernails shall not be shaped in a manner that may present a danger to the employee or others, or that may interfere with the assigned duties. Nail polish, if worn, shall be in any one (1) solid color and shall contain no designs or ornamentation.
9. Cosmetics, when worn by any and all employees, shall be applied conservatively to enhance the natural features of the employee and maintain a professional appearance.

V. JEWELRY:

Jewelry shall be limited to rings, watches, necklaces, bracelets, tie tacks, post-type earrings, name tags, pins, and buttons, as well as jewelry issued by the Department. Jewelry shall be reasonable and shall not distract from a professional appearance, disrupt the workplace, or create a safety hazard. Jewelry that is offensive or derogatory to others shall not be worn so as to be visible while on duty.

Jewelry lost, damaged, or destroyed during the performance of duties at a facility housing offenders may be repaired or replaced in accordance with State statute. The Department shall reimburse up to a maximum amount of \$200.00. For this reason, employees are encouraged not to wear jewelry of a higher value.

A. UNIFORMED STAFF:

1. Jewelry (pins, buttons, badges, collar insignias, etc.) issued by the Department shall be worn in accordance with Policy and

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Administrative Procedure 02-03-104, “Dress Standards for Uniformed Staff.”

2. Necklaces may be worn. No more than two (2) necklaces shall be worn while on duty. Necklaces should not detract from the employee’s professional appearance. Necklaces that may be offensive to other employees or offenders shall be worn under the clothing so as not to be visible while on duty.
3. A maximum of two (2) rings per hand may be worn. (A wedding set shall be considered as one [1] ring.)
4. All employees may wear up to two (2) pairs stud type earring or small hoop no more than 2 inches (2”) per ear while on duty.
5. All employees may wear up to one-eighth inch (1/8”) ear plugs instead of a piercing. Plug color must be black, blue, or clear.
6. Employees may wear one (1) medical alert type bracelet.
7. A clear nose stud may be worn due to possible religious and/or cultural practice. Otherwise, metal studs, eyebrow jewelry, tongue jewelry, lip jewelry, etc., shall not be worn while on duty.
8. One (1) wristwatch/electronic fitness device/smartwatch may be worn, excluding a device capable of independent cellular connection inside a facility. Smartwatches with calling features without being paired to a smart phone and devices capable of taking photographs and/or video footage are prohibited.
9. Sunglasses may be worn when outdoors only. Sunglasses shall not be worn inside buildings unless the employee has submitted medical documentation indicating that it is medically necessary. Sunglasses shall be of the non-mirrored type and shall be conservative in nature. Sunglasses shall not hang from uniform pockets or be hung from a neckband when not in use.
10. Employees requiring the need of eyeglasses (prescription or reading) shall be permitted to wear the eyeglasses as needed. When not in use, eyeglasses shall not hang from uniform pockets or be hung from a neckband.

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B. NON-UNIFORMED STAFF:

1. Necklaces may be worn. No more than two (2) necklaces should be worn while on duty. Necklaces should not detract from the employee's professional appearance. Necklaces that may be offensive to other staff or offenders shall be worn under the clothing so as not to be visible while on duty.
2. All employees may wear up to two (2) pairs stud type earring or small hoop no more than 2 inches (2") per ear while on duty.
3. All employees may wear up to one-eighth inch (1/8") ear plugs instead of a piercing. Plug color must be black, blue, or clear.
4. With the exception of earrings as mentioned above, no other body-piercing jewelry shall be visible. (Nose rings or studs, eyebrow jewelry, tongue jewelry, lip jewelry, etc. shall not be worn while on duty.)
5. A clear nose stud may be worn due to possible religious and/or cultural practice. Otherwise, metal studs, eyebrow jewelry, tongue jewelry, lip jewelry, etc., shall not be worn while on duty.
6. Employees may wear a maximum of two (2) rings per hand. (A wedding set shall be considered one [1] ring.)
7. Employees may wear one (1) wristwatch.
8. One (1) wristwatch/electronic fitness device/smartwatch may be worn, excluding a device capable of independent cellular connection inside a facility. Smartwatches with calling features without being paired to a smart phone and devices capable of taking photographs and/or video footage are prohibited.
9. Employees may wear bracelets that do not interfere with the performance of their assigned duties or detract from a professional appearance.
10. Employees requiring the need of eyeglasses (prescription or reading) shall be permitted to wear the eyeglasses as needed.

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11. Sunglasses may be worn when outdoors only. Sunglasses shall not be worn inside buildings unless the employee has submitted medical documentation indicating that it is medically necessary. Sunglasses shall be of the non-mirrored type and shall be conservative in nature.

VI. APPLICABILITY:

This policy and administrative procedure is applicable to Department staff at all facilities, including Central Office and the Parole District Offices.

 Robert E. Carter, Jr.
 Commissioner

 Date