

 Corrections and Community Supervision DIRECTIVE	TITLE Personal Appearance and Dress-Non-Uniformed Personnel		NO. 2106
			DATE 09/01/2016
SUPERSEDES DIR #2106 Dtd. 8/20/2015	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) DOCCS/PEF Dress Code	APPROVING AUTHORITY 		

- I. **POLICY:** Employees are personally responsible to see that they are well groomed, clean, and neatly dressed while they are on duty. To that end, non-uniformed personnel shall be guided by the following standards.*
- II. **CLOTHING STANDARDS**
- A. General
1. Staff must be dressed appropriately in neat, clean attire that is in good repair and not revealing or extremely tight fitting. Appropriate attire excludes the following:
 - a. Clothing traditionally worn for athletic activities (including spandex, leotards, sweat pants, warm-up/jogging suits, swim suits), except when appropriate for specific assignments or functions;
 - b. Tops such as undergarment-type T-shirts, tank tops, midriff cutoffs, halters, crop tops, sports bras;
 - c. Pants with cuts, tears, graffiti, razor cuts, laced or open sides; frayed pants or pants improperly fitted or inappropriately worn;
 - d. Cutoff pants, shorts;
 - e. Clothing with hemlines or slits higher than mid-thigh; and
 - f. Jeans (denim pants - any color), except where suitable to the assignment (e.g., maintenance staff and motor vehicle operators). Denim skirts and dresses, however, may be worn if they meet the standards in this directive.
 2. All clothing must be free of logos, imprints, or graphics containing statements or references promoting crime, drugs, alcohol; or sadistic/violent, satanic, sexual, pornographic, vulgar, gang-related references, or ethnic slurs.
 3. Shoes must be securely fitted to the foot (no flip-flops and no sandals without a heel strap). Sneakers and other types of athletic shoes are not to be worn on duty, unless required by an employee's assignment or by a medical note.
 4. Attire must account for the ability to accommodate and safely secure a weapon, cuffs, magazines, and other equipment that employees are required to carry.

5. Weapons must be concealed during office report days and while conducting employment or program visits. Weapons and other equipment may be exposed when engaged in all other field activities, however, proper Agency identification, such as a shield, must be displayed.
- B. Professional, Supervisory, and Office Personnel: The term “professional, supervisory, and office personnel” includes, but is not limited to, division directors, office supervisors, administrators, and office personnel.
1. Facility Superintendents and Deputy Superintendents, except for Security Deputy Superintendents, will wear civilian clothing.
 2. The standard attire for all non-custodial male personnel in this category is a business suit, or sports jacket and trousers, dress shirt and tie. Employees represented by CSEA or PEF are not required to wear a tie and jacket.
- *Note: Civilian employees at Shock Incarceration Facilities will be subject to additional standards of appearance and dress consistent with the role modeling philosophy of the Shock Incarceration Program.
3. Female personnel in this class may wear a dress or skirt and blouse or sweater, or appropriate slacks and blouse of their choice as long as they are in good taste and appropriate for a correctional facility setting.
 4. Supervisors may use their discretion to allow deviations from prescribed clothing for purposes of comfort or safety as circumstances dictate, as long as staff are dressed in good taste.
- C. Office of Special Investigations (OSI): Department employees assigned to OSI must dress in a professional manner in accordance with the situation required by the nature of OSI’s work at the particular time. These guidelines will help OSI employees determine what is appropriate to wear to work. In general, OSI employees should wear clothing that is neat in appearance and practical for work, but not distracting or offensive to others. Security equipment, such as firearms, must always be concealed.
1. In the office or in the field, including travel, OSI employees must dress in business casual attire. Business casual clothing for men means a shirt with a collar such as a casual shirt, a polo shirt or a golf shirt worn with pants, such as khakis, and leather shoes. For women, it means casual skirts, dresses, pants and blouses, and corresponding footwear. Both men and women can wear sweaters, vests, casual jackets, and accessories. In general, denim, spandex, sweatshirts and pants, t-shirts, shorts, exercise clothing, sundresses, and flip-flops are inappropriate. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Hats are not appropriate in the office; head covers that are required for religious purposes or to honor cultural tradition are allowed. Clothing that has the OSI or DOCCS’ logo is encouraged. Clothing that reveals too much cleavage, your back, your chest, your stomach, or your underwear is not appropriate. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

2. Some events, when representing the Department and OSI, might require formal business attire. Examples of these occasions in which the gravity of the circumstances warrant more formal business attire include:
 - a. Business meetings with the Department's Executives or with outside agencies;
 - b. Appearing in court or before an administrative body or tribunal;
 - c. Attending a conference; and
 - d. Speaking at an event, and other similar occasion.
3. In a formal business environment, the standard of dress for men and women is:
 - a. A suit,
 - b. A sports jacket or blazer,
 - c. A pressed shirt or blouse, and
 - d. Dress pants or a skirt, or a dress.

Formal business attire should be paired with appropriate accessories, such as professional ties, scarves, belts, and jewelry, along with corresponding formal footwear.
4. Finally, with a supervisor's approval, OSI employees may deviate from the above standards for special field operations, such as executing warrant, surveillance, and undercover operations.

- D. Maintenance Staff and Motor Vehicle Operators: Maintenance staff and motor vehicle operators may wear clothing suitable to their assignment.
- E. Recreation staff is governed by the standards applicable to the profession, except that gym suits, sneakers, gym shoes, or swim suits may be worn as appropriate for personnel assigned to direct sports programs. When gym T-shirts are necessary, they should reflect professional standards of dress.
- F. Medical staff will not be required to wear white nursing uniforms. Medical staff may wear leather walking type shoes.
- G. Vocational Instructors and Special Subjects Teachers are governed by the standards applicable to professional personnel. Vocational Instructors and Special Subjects Teachers may wear coveralls and jeans to their assignment and while working, shop aprons and other coverings may be worn. T-shirts may not be worn as cover garment. Their attire should look as professional as possible considering shop and classroom conditions.
- H. Senior Parole Officers engaged in field supervision activities outside of the office may wear clothing suitable to their assignment, including jeans and sneakers.
- I. Parole Officers engaged in field supervision activities may wear clothing suitable to their assignment, including jeans and sneakers.

III. GROOMING STANDARDS

Staff must be well-groomed and present a neat, clean, and professional appearance.