

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Departmental Dress Code	PAGE <u>1</u> OF <u>7</u> NUMBER: 31-SEM-06
RULE/CODE REFERENCE:	SUPERCEDES 31-SEM-06 dated 03/20/15
RELATED ACA STANDARDS:	EFFECTIVE DATE: July 20, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish and define grooming standards for Departmental employees.

III. APPLICABILITY

This policy applies to all full-time and part-time personnel of the Ohio Department of Rehabilitation and Correction (DRC) and any person providing services within DRC in a contractual, internship, temporary, volunteer or other capacity.

IV. DEFINITIONS

Non-Uniformed Personnel - All other employees of the DRC or any person providing services within DRC not covered under the definition of uniformed personnel.

Uniformed Personnel - Employees of this DRC who occupy one of the following positions, ranks, or work assignments or any person providing services within DRC in one of the following areas:

1. Custody personnel (corrections officer, correctional counselors, sergeants, lieutenants, captains and security chiefs)
2. Farm personnel
3. Food service personnel
4. Maintenance personnel
5. Clinical medical, mental health and dental personnel
6. Powerhouse personnel
7. Recreation personnel (as designated by the applicable managing officer)

8. Shop personnel (Ohio Penal Industries, vocational teachers)
9. Other service personnel required by the managing officer to wear uniforms
10. Permanent mailroom personnel

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that uniformed and non-uniformed personnel of the DRC present a professional and dignified image, commensurate with their responsibilities, in order to instill public confidence and establish respect from those offenders under the supervision of the DRC.

VI. PROCEDURES

A. All DRC Personnel

1. The general attire of uniformed and non-uniformed personnel shall reflect a dignified and professional image. All clothing must fit properly and be in good repair. Shorts, sweatshirts, sweatpants, t-shirts and see-through clothing are prohibited. Appropriate undergarments must be worn. Clothes that expose cleavage, midriff and/or have plunging necklines and/or are backless are prohibited.
2. Uniformed and non-uniformed personnel shall present a professional and dignified image when attending meetings, conferences, or other business functions as a representative of the DRC.
3. Any marking on the body, which is inflammatory or known as a gang insignia such as, but not limited to, swastikas and double lightning bolts, are not to be displayed at work by any employee or independent contractor. Such body markings are strictly prohibited.
4. Wearing of political campaign badges, buttons, shirts, pins, etc., is prohibited at all times.
5. Jewelry shall be limited to small items worn in moderation. Male personnel may not wear earrings. Female personnel may wear earrings which present a professional appearance and are not excessive.

Except as otherwise permitted by this policy, while on duty, the wearing of any object inserted into an exposed body part that has been pierced is also prohibited. Examples include the tongue, nose, lips, eyebrow(s), etc. Prohibited objects include, but are not limited to, jewelry, posts, straw, or toothpick material.

6. Uniformed and non-uniformed personnel may color or lighten their hair, but the color must be a naturally occurring hair color. All hairstyles must be of a conservative nature and not detract from one's personal appearance as a professional. Numerals, designs, radical vertical or side-blocking is not permitted. Facial hair must be professional in appearance and well-groomed.

7. A wig or hairpiece lost or stolen while at work or on duty, on or off grounds, shall be immediately reported.
8. Makeup may be worn in moderation by female personnel only.
9. Managing officers shall make the final decision regarding appropriate attire and appearance. If the managing officer determines the attire is inappropriate, the individual shall be sent home on their own time and expense to change their clothing.
10. The Director/designee or managing officer may designate dress down days for non-uniform staff. Only the Director/designee may approve dress down days for uniformed staff. Attire on dress down days must not come in conflict with this or any DRC policy.
11. DRC employees shall receive reasonable reimbursement for the cost of any personal property worn by the employee destroyed or damaged in the line of duty providing there is no finding of negligence on the part of the employee. A Miscellaneous Expense Reimbursement form (OBM7283) must be completed and approved by the supervisor.
12. Uniformed and non-uniformed personnel shall dress in a manner distinguishable from the inmate uniforms at their work site.
13. Uniformed and non-uniformed personnel must observe good habits of grooming and personal hygiene. If an employee is responsible for an unpleasant or distracting fragrance/odor, a supervisor may ask the employee to leave the workplace until the problem is resolved. If the problem persists, an employee may be subject to disciplinary action, up to and including removal.

B. Uniformed Personnel

1. All uniformed personnel shall report for work in clean, neat uniforms. Uniformed personnel shall wear the complete uniform at all times while on duty. No uniformed personnel shall wear the uniform or any part of the uniform while off duty, unless the individual is preparing to go on duty or is in the process of leaving the tour of duty. The uniform shall not be worn in any situation that would bring discredit to the agency including, but not limited to, purchasing or drinking alcoholic beverages and entering an establishment that provides gambling/gaming.
2. Uniform shirts shall be tucked into the uniform pant at all times, to include when employees are entering and leaving the worksite, unless an exception is granted for specific reason(s) by the managing officer.
3. Shoes, which are provided by the individual, must be clean and in good repair. Uniformed personnel shall not wear canvas-type athletic shoes. Non-canvas athletic shoes may be worn, where appropriate. Custody and food service personnel shall wear black shoes. All other uniformed personnel shall wear shoes appropriate to their job duties and which are subject to the approval of the managing officer.

4. Hair shall have a neat, clean and businesslike appearance, and not be worn in a manner that interferes with job performance, wearing assigned uniform headgear, or that compromises the safety of the individual. Personnel may color their hair, but the color shall be a naturally occurring hair color. Numerals, designs, radical vertical or side blocking is not permitted. Additionally:
 - a. Male personnel's hair shall be evenly cut and neatly groomed. Hair must be cut in such a style that it does not cover the entire ears on the sides and is collar length or shorter in the back.
 - b. Facial hair must be neatly and evenly trimmed. Facial hair may be prohibited where it prevents the proper wearing and sealing of gas masks and self-contained breathing apparatus for those individuals who are required to wear them.
 - c. Female personnel's hair may be shoulder-length and must be off the collar when wearing the uniform cap. Female personnel with hair longer than shoulder length must pull it back, pin it up, etc., to achieve the desired length.
5. Jewelry shall be limited to rings, watches, necklaces, bracelets, tie tacks, post-type stud earrings, pins and buttons, as well as all jewelry issued by the DRC. Jewelry shall be reasonable and shall not distract from a professional appearance.
 - a. Uniform insignia issued by the DRC (e.g., badges, shields, identification badges, etc.) shall be worn.
 - b. Pins or buttons not issued by the DRC must be no larger than ½" x 1" in total size. The pin or button shall be centered on the flap of the right shirt pocket or worn on the right side of the shirt if there is no pocket. At any given time, uniformed personnel are limited to wearing only one pin or button not issued by the DRC. This pin or button shall not be inflammatory or derogatory and shall be worn only with the managing officer's approval.
 - c. Pins or buttons may not be worn on caps, jackets or coats.
 - d. A necklace may be worn around the neck, but must be worn under clothing.
 - e. Tie tacks approved by the managing officer may be worn.
 - f. Females may wear post-type stud earrings. Males may not wear earrings.
 - g. All other jewelry, unless medically necessary, is prohibited.
6. Fingernails shall not extend beyond the end of the fingertip. Female personnel may wear nail polish, but it must be professional and dignified. Male personnel may wear only clear nail polish.

7. Only the top button of the uniform shirt may be unbuttoned if a tie is not worn. If worn with an open collar, black, navy, gray or white undershirts or tee shirts may be worn under the uniform shirt. A turtleneck or long sleeve shirt of black, navy, gray or white may be worn in cold weather.
8. The name badge is a uniform item which shall be worn on or above the left pocket of the shirt or the upper left chest area of the jacket or sweater.
9. The insignia badge is an issued uniform item and shall be cloth, unless metal has been approved by the Operation Support Center (OSC). The insignia bars are issued uniform items for sergeant/correction counselors, lieutenants, captains and majors. Insignia bars shall be centered on the collar, one inch up from the point. Cloth insignia bars may be worn on uniform items at the discretion of the managing officer.
10. The DRC patch, institution rocker, and United States flag patch shall be worn by custody personnel and other uniformed personnel as required by the managing officer. The patches shall be worn on all shirts, jackets and winter coats. The DRC patch and institution rocker shall be worn on the left shoulder. The DRC patch shall be worn one and three quarters ($1\frac{3}{4}$) inches down from the seam. The institution rocker shall be above the DRC patch. The United States flag patch shall be worn on the right shoulder, one and three quarters ($1\frac{3}{4}$) inches down from the seam, with the blue field to the front of the shirt. With the approval of the managing officer, uniformed personnel may wear a small United States flag, in place of the shoulder United States flag, on the front, left side of the uniform shirt.
11. Uniformed personnel may wear a union jacket in lieu of the DRC issued jacket.
12. While on duty, food service personnel shall have their head covered with a uniform cap, hair net, or other adequate hair restraint. Aprons worn with the uniforms shall be clean and neat.
13. The color of medical, scrub-type uniforms worn by clinical medical, mental health and dental personnel shall be distinguishable from the colors of inmate clothing and shall be subject to the approval of the managing officer. LPNs shall be required to wear dark teal colored scrubs which shall be provided by the institution. LPNs may wear a white shirt underneath their scrubs. Scrubs shall be appropriate for the correctional environment, including appropriate fit and condition.
14. Exceptions to the uniform requirement may be made for special circumstances, such as training and unusual work environment, at the discretion of the managing officer.

C. Non-Uniformed Personnel

1. All non-uniformed personnel shall report for work in clean and neat clothing. Shoes must be clean and in good repair. All clothing shall project a professional and positive image.

2. All hair must be kept in a neat, clean manner and conform to the standards listed below. Hairstyle while on duty shall be conventional and conservative, and shall not provoke undue personal attention. Certain hairstyles may be considered incompatible with a professional and dignified appearance.
 - a. Male personnel's hair must not extend below the bottom of the collar in the back and not cover the entire ear on the sides and must be styled above the eyebrow in the front. Hair must be evenly cut and neatly groomed. The bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance.
 - b. Facial hair must be neatly and evenly trimmed. Facial hair may be prohibited when it prevents the proper wearing and sealing of gas masks and self-contained breathing apparatuses for those individuals who may be required to wear them.
 - c. Female personnel's hair must be well groomed and neat and worn in such a way that quick and easy identification is not impeded. The style of the hair shall not present a ragged, unkempt or extreme appearance.
3. Jewelry shall be limited to small items worn in moderation. Males may not wear earrings. Females may wear earrings that present a professional appearance and are not excessive.
4. Fingernails shall be reasonable in length. Nail polish for female personnel must be professional and dignified. Male personnel may wear only clear fingernail polish.
5. The following is a list of acceptable clothing for non-uniform personnel:
 - a. Trousers, slacks, shirts, blouses, sweaters, turtlenecks, etc. must be business casual or dress. Blouses must cover the midriff and cleavage. Capri pants must extend to the middle of the calf or longer.
 - b. Ties are considered part of a professional appearance for males and are therefore preferred.
 - c. Skirts and dresses shall be no shorter than the top of the kneecap. Splits must not be extreme.
 - d. Shoes may be dress or business casual and shall be appropriate for a professional office atmosphere. Flip-flops and shower clogs may not be worn. Tennis shoes/sneakers that are clean and in good repair may be worn on work assignments, but only when approved by the managing officer or the superintendent of the Adult Parole Authority (APA). The managing officer or the superintendent of the APA may authorize the wearing of tennis shoes/sneakers that are clean and in good repair during jean/casual dress days approved by DRC.

- e. Hats must be dress or casual. Ball caps may be worn at the discretion of the managing officer or the superintendent of the APA, but shall not bear messages that are offensive or inflammatory and must be appropriate for that particular work setting.
 - f. Belts may be dress or casual. Metal or chain-like belts are prohibited. Buckles must be reasonable in size and shall not bear messages that are offensive or inflammatory.
 - g. Appropriate undergarments must be worn. Tight or form fitting apparel such as leggings or compression garments may be worn as undergarments, e.g. under a skirt or pants, but are prohibited when worn as an outermost garment.
 - h. Denim attire of any type is generally not acceptable. The managing officer may approve exceptions as determined to be appropriate.
6. Exceptions to the clothing lists (both male and female) may be made for special circumstances, such as training and unusual work environments, at the discretion of the managing officer.