
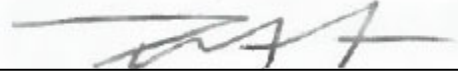


<b>POLICY TITLE: DRESS AND GROOMING REQUIREMENTS FOR NON-UNIFORMED STAFF, VOLUNTEERS, AND STUDENT INTERNS</b>  <b>POLICY NUMBER: 3.28.1</b>  <b>CHAPTER 3: PERSONNEL</b>		<b>PAGE 1 of 7</b>
 <b>STATE of MAINE</b> <b>DEPARTMENT of CORRECTIONS</b>  <b>Approved by Commissioner:</b> 		<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> <b>October 1, 2018</b>	<b>LATEST REVISION:</b> <b>August 21, 2020</b>	<b>CHECK ONLY IF</b> <b>APA [ ]</b>

## I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

## II. APPLICABILITY

Entire Department of Corrections

## III. POLICY

The purpose of this policy is to provide for a consistent standard of appearance and to establish guidelines regarding attire to project a professional image for non-uniformed staff, volunteers, and student interns. Staff, volunteers, and student interns shall present an appearance compatible with their assigned duties in order to create a favorable public image and a positive effect on prisoners, residents, and clients under supervision in the community. Additionally, staff, volunteers, and student interns shall be cognizant of the potential dangers inherent in working in a correctional environment and shall dress accordingly.

## IV. DEFINITIONS

1. Business professional – the standard dress for court appearances, cabinet meetings, legislative meetings, executive level inter-agency meetings, public meetings, employee recognition ceremonies and other events where the staff is representing the Department.
2. Business casual – the standard dress for non-executive level inter-agency meetings, intra-agency meetings, training, and for normal daily wear while on duty, unless the business dress standard described above applies.

3. Staff - refers to any Department employee or a person providing services to Department clients under contract or by agreement with the Department.

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## **VI. ATTACHMENTS**

None

## **VII. PROCEDURES**

### **Procedure A: Non-Uniformed Dress Requirements, General**

1. This policy applies to any non-uniformed Department staff. In addition, this policy applies to volunteers and student interns.
2. All non-uniformed Department employees are required to adhere to this policy while on duty unless an exception has been made as set out below.
3. A person providing services under contract or by agreement with the Department shall adhere to the dress standards set out in this policy unless the contractor requires the wearing of a uniform.
4. Staff, volunteers, and student interns shall wear either business professional or business casual attire, as appropriate, unless otherwise authorized by the Chief Administrative Officer, or designee, Regional Correctional Administrator, or designee, or Central Office Supervisor, or designee, as applicable.
5. The Chief Administrative Officer, or designee, Regional Correctional Administrator, or designee, or Central Office supervisor, or designee, as applicable, may authorize a deviation from the dress standards in this policy in the following circumstances:
  - a. job responsibilities requiring more casual clothing (e.g., maintenance, food service staff, vocational trade instructors, etc.);
  - b. community corrections staff doing field work in the community or while conducting reporting;
  - c. participating in specialty training, a tactical deployment or other work assignment requiring clothing such as coveralls, jeans, cargo or BDU (battle dress uniform) style pants; or

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- d. special or unusual circumstances, e.g., moving offices, boxing records, a clean-up day, special project, officially sanctioned social event, extended travel, when required to report to work with limited advanced notice, etc.
- 6. Reasonable accommodations may be made for medical reasons on a case-by-case basis and only as determined by the Chief Administrative Officer, or designee, Regional Correctional Administrator, or designee, or Central Office supervisor, or designee, as applicable, in consultation with the Human Resources Manager and, as necessary, the Department's Equal Employment Opportunity (EEO) Officer. Staff requesting a medical exception shall provide documentation to the appropriate Human Resources Manager.
- 7. This policy establishes basic dress standards but does not attempt to address every potential issue. Any questions concerning dress, grooming or this policy shall be directed to the Chief Administrative Officer, or designee, Regional Correctional Administrator, or designee, or Central Office supervisor, or designee, as applicable, who shall consult with the appropriate Human Resources Manager, if applicable.

**Procedure B: Acceptable Attire**

- 1. Clothing shall be clean, neat, and appropriately fitting.
- 2. Business professional attire consists of:
  - a. business suits or pants suits;
  - b. blazers or sport coats with dress slacks and with a collared shirt (either long or short sleeved);
  - c. for a male, a tie is also required;
  - d. dresses, with or without a blazer, sweater or jacket;
  - e. dress slacks or a skirt with a blouse and a blazer, sweater or jacket; and
  - f. dress shoes.
- 3. Business casual attire consists of:
  - a. pants, chinos, slacks, khaki-style slacks or dress capri pants (must extend to the middle of the calf or longer), skirts, or dresses;
  - b. collared shirts (either long or short sleeved) with or without a tie, collared sports shirts, blouses, casual shirts or tops, turtlenecks or sweaters; and
  - c. with or without a sport coat, blazers, vest, or sweater.
- 4. Tops shall have sleeves that cover the shoulder.
- 5. A shirttail shall be tucked into the waistband unless it is a shirt with a tailored, straight hemline, which may be worn outside the waistband.
- 6. All hemlines shall be no shorter than two (2) inches above the top of the knee.

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7. Footwear:
  - a. shall not interfere with job functioning or present a safety risk;
  - b. shall have no more than a two (2) inch non-spike type heel;
  - c. athletic footwear, if worn, shall be conservative in style and color;
  - d. closed footwear is:
    - 1) required for certain job positions, i.e., maintenance staff, uniform staff, kitchen staff; and
    - 2) required inside the secure perimeter in a medium or higher security facility; in a community corrections office by staff who work directly with clients; or in areas that are otherwise designated by the Chief Administrative Officer, or designee, Regional Correctional Administrator, or designee, or Central Office supervisor, or designee, as applicable;
  - e. open-toed footwear or dress sandals that are securely fitted to the foot may be worn except as set out above, in a minimum security facility; outside the secure perimeter in a medium or higher security facility, e.g., administration area; in community correction offices; and in Central Office.
8. Only hats or caps approved for designated work locations, e.g. food service, maintenance, trades, warehouse, etc. may be worn indoors.
9. Religious headwear is allowed and may be worn indoors.

**Procedure C: Unacceptable Attire**

1. Articles of clothing or footwear advocating or depicting any form of bias against a race, color, ethnicity, nationality, religion, creed, gender, sexual orientation, or similar circumstance, or person(s) with a physical or mental disability; referring to or depicting alcohol, marijuana, illicit drugs or related paraphernalia; perceived as being affiliated with any gang or terrorist group; or depicting nudity or sexual acts or containing vulgar, obscene or repugnant wording are not permitted.
2. Articles of clothing or footwear that advertise a product, service, athletic team, club or other organization, or affiliation are not permitted, except for a department or facility name or logo, a small logo as part of a designer brand or an ID badge lanyard.
3. Form-fitting clothes, such as leggings, jeggings, tights, yoga pants, and spandex clothes, are considered like undergarments and shall be covered by other clothing as set out above.
4. Camouflage clothing is not allowed, except as set out above.
5. T-shirts, tank tops, strapless tops, off-the-shoulder tops, one-shoulder tops, and tops with a cut-out section on a shoulder, back, front or side are not permitted.

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6. Halter tops, camisoles, and plunging neckline type tops that reveal cleavage, the chest area and/or the midsection are not permitted.
7. Mini-skirts and mini-dresses (i.e., shorter than 2" above the knee) and shorts are not permitted.
8. Jogging suits, wind suits, sweatpants, sweatshirts, and other athletic apparel are not permitted, except as set out above.
9. Except for stockings, clothing which is sheer, see-through, mesh, transparent, or translucent is not allowed.
10. Coveralls, jeans (of any color), and cargo style pants are not permitted, except as set out above.
11. Ragged, ripped or torn, or frayed clothing, clothing having holes, or clothing which is in poor repair, stained, or dirty is not permitted.
12. Footwear that interferes with job functioning or presents a safety risk is not allowed, such as sandals loosely fastened to the foot, flip flops, slippers, footwear with spiked heels or heels more than two (2) inches. Except for health care staff, "Croc" style footwear is not permitted.
13. No hats or caps shall be worn indoors except for religious headwear or as approved for designated work locations as set out above and upon entering or leaving a building.
14. Sunglasses shall not be worn inside a building unless medically prescribed for wear due to light sensitivity or other documented medical reason.

#### **Procedure D: Grooming Standards**

1. Hair shall be clean, neatly trimmed, and present a professional image.
2. Extreme hairstyles or those that pose a health or safety hazard are not allowed.
3. Dyed, tinted or bleached hair that is visible must be within a naturally occurring color range. Unique color, such as pink, blue, purple or green, may be used as highlights.
4. Specific male grooming standards are:
  - a. hair shall not exceed 3 inches in length on top, and when combed, hair shall not fall over the ears or eyebrows or touch the collar;
  - b. if a goatee or a beard is worn, it shall be trimmed to no longer than one-half (½) inch and must be clean, of a natural color only, and not be of an extreme style;
  - c. if a mustache is worn, it shall be kept neatly trimmed, tapered, and not present a chopped-off appearance. No portion of the mustache shall cover the upper lip line or extend vertically beyond the corners of the mouth;

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- d. sporting scruff or trimming a mustache, goatee, or beard closer than one-quarter ( $\frac{1}{4}$ ) inch is not allowed; and
  - e. sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall not protrude forward more than one inch from the front of the ear. They shall be trimmed and all edge lines shall be straight.
- 5. Facial hair shall be clean, neatly trimmed, and present a professional image.
- 6. Fingernails shall be kept clean and not be of a length that poses a health or safety hazard.
- 7. Fragrances may be worn as set forth in Department Policy 1.25, Limited Use of Fragrant Products.
- 8. Cosmetics may be worn but shall not detract from a neat, professional appearance.
- 9. The only visible body piercing items allowed are earrings and/or ear studs (no more than two (2) per ear) and one small nose stud.
- 10. Jewelry (rings, watches, necklaces, bracelets, tie tacks, pins, buttons, and earrings and other allowed body piercing items) may be worn, except that:
  - a. jewelry that poses a safety risk, e.g., earrings, necklaces (except for simple necklaces worn under clothing), etc., are not allowed inside the secure perimeter in a medium or higher security facility; in a community corrections office where there is direct contact with clients; or in areas that are otherwise designated by the Chief Administrative Officer, or designee, Regional Correctional Administrator, or designee, or Central Office supervisor, or designee, as applicable.
- 11. Ear gauges added after hire or after the effective date of this policy, whichever is later, are not allowed. Staff, volunteers, or student interns who have existing ear gauges shall wear plugs of a size and color that minimizes attention to the device.
- 12. Tattoos advocating or depicting any form of bias against a race, color, ethnicity, nationality, religion, creed, gender, sexual orientation, or similar circumstance, or person(s) with a physical or mental disability; referring to or depicting alcohol, marijuana, illicit drugs or related paraphernalia; perceived as being affiliated with any gang or terrorist group; or depicting nudity or sexual acts or containing vulgar, obscene or repugnant wording shall be concealed.
- 13. Tattoos that are visible shall not be added after hire or after the effective date of this policy, whichever is later, except to cover a permanent scar, discoloration, or blemish.

#### **Procedure E: Enforcement**

- 1. Each supervisor shall ensure that staff, volunteers, and student interns under his or her supervision adhere to this policy.

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2. If any non-uniformed Department staff, volunteer, or student intern violates this policy, his or her supervisor shall direct that the individual come into compliance, including, if necessary, by directing that individual to leave the workplace in order to do so. For a state employee, the time away from work shall be charged to the staff's accrued leave (other than sick leave) or docked if no accrued leave is available.
3. If a supervisor becomes aware that staff, a volunteer, or student intern who does not report to him or her is in violation of this policy, the supervisor shall report the violation as soon as possible to the staff's supervisor and then for a state employee, to the Human Resources Manager, who shall ensure action is taken in accordance with this policy.
4. Any violation of this policy subjects an employee to appropriate disciplinary action. Any violation of this policy by another person subjects that person to appropriate administrative action, up to, but not limited to, being barred from the workplace.

**Procedure F: Civilian Clothing Items with the Department's or Facility's Name or Logo**

1. The Commissioner, or designee, may authorize designs for civilian clothing items that incorporate the Department's or facility's name or logo to be made available to staff for self-purchase and/or issued to staff through approved Department staff.
2. Such clothing items may only be worn while on-duty, for work related purposes, or at approved fund-raising or other events, unless it is clear that the clothing item is not official in nature.
3. In no circumstance, may staff wear an issued or authorized civilian clothing item in a way that constitutes a violation of Department Policy 3.5, Code of Conduct.
4. Any civilian clothing that is outside the current approved offerings list and which was purchased prior to the effective date of this policy is "grandfathered" for one year from the effective date of this policy, after which time it shall no longer be allowed.

**VIII. PROFESSIONAL STANDARDS**

None

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