
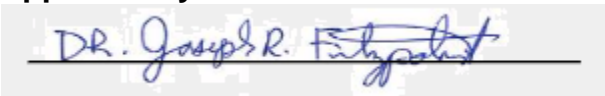


<b>POLICY TITLE: DRESS AND GROOMING REQUIREMENTS FOR UNIFORMED ADULT FACILITY STAFF</b>		<b>PAGE <u>1</u> of <u>8</u></b>
<b>POLICY NUMBER: 3.28</b> <b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b> <b>Approved by Commissioner: -</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> <b>August 14, 2017</b>	<b>LATEST REVISION:</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

Adult Facilities

## III. POLICY

It is the policy of the Department of Corrections that all staff are dressed and groomed to project a professional image and that, in the case of adult facility security staff, dress and grooming requirements comport with a paramilitary organizational structure.

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## VI. PROCEDURES

### Procedure A: Department Adult Facility Uniform Committee

1. The Commissioner, or designee, may assign staff to the Department Adult Facility Uniform Committee.
2. The committee shall elect a chairperson, who shall facilitate the meeting process to include, but not be limited to, scheduling meetings, preparing agendas and distributing meeting minutes.
3. The committee shall convene annually or more frequently as required by the chairperson.
4. The committee's responsibilities shall be, but are not limited to:
  - a. developing specifications for appropriate items of apparel and accessories for adult facility uniformed staff, including the uniforms and accessories of specialty teams and the Honor Guard;
  - b. evaluating items of apparel and accessories offered by manufacturers and vendors against the approved specifications;
  - c. reviewing requests for changes to specifications for apparel and accessories; and
  - d. reviewing other issues associated with adult facility uniformed staff grooming and dress.
5. Any adult facility uniformed staff requesting a change to dress or grooming requirements shall submit a request through his or her supervisor to the committee for consideration.
6. Any items of apparel or accessories for adult facility uniformed staff, not already Department issued or authorized, must be authorized by the Department Adult Facility Uniform Committee.
7. Changes to uniform specifications shall not be adopted without review by the Department Adult Facility Uniform Committee and approval by the Commissioner, or designee.

### Procedure B: Uniforms for Adult Facility Security Staff

1. All adult facility uniformed security staff are required to wear an issued or other authorized uniform while on duty, unless an exception has been made for medical reasons.
2. Reasonable accommodations may be made for medical reasons on a case-by-case basis and only as determined by the facility Human Resources Manager or the facility Chief Administrative Officer, or designee, in consultation with the Department's Director of Human Resources.

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3. In addition to issued uniforms, adult facility security staff may purchase other authorized uniforms and uniform accessories through approved Department staff only.
4. Department issued or other authorized uniforms shall not be worn off duty, with the exceptions of travel to and from work, for work related events, or other functions as approved by the facility Chief Administrative Officer, or designee.
5. No uniform or uniform accessory other than one issued or authorized by the Department may be worn at any time while on-duty or at a work-related event.
6. In no circumstance may staff wear an issued or authorized uniform or accessory in a way that constitutes a violation of Department Policy 3.5, Code of Conduct.
7. In general, adult facility security staff may have no more than a total of six (6) Department issued uniforms and shall be required to turn in the least serviceable uniform when receiving a replacement uniform.
8. The Department authorizes four classes of uniforms for adult facility security staff: Class A dress uniform, Class B dress uniform, Class C dress uniform, and Class C service uniform as described in Classes of Uniforms, (Attachment A). Staff shall generally wear the Class C "service" when performing normal duties. The Chief Administrative Officer, or designee, may authorize the wearing of other uniforms for certain job functions or, as appropriate, for other specific purposes.
9. Uniforms shall be worn according to the specifications of the uniform class as described in Uniform Accessories Specifications, (Attachment B).
10. The Department shall issue three (3) Class C service uniforms or other class of uniform as determined by the facility Chief Administrative Officer, or designee, to adult facility security staff upon hire.
11. Except as set out below, adult facility security staff are authorized to wear uniforms of the following classes for the following purposes:
  - a. Class A Dress - a formal dress uniform that may be worn by all adult facility security staff specifically for special occasions (criminal justice academy graduation, funeral of a Department staff or an officer from a criminal justice agency, wedding of a Department employee or an officer from a criminal justice agency, parades, etc.).
  - b. Class B Dress - may be worn by other staff while on duty for a certain post or an assignment or a ceremonial purpose as allowed by the Chief Administrative Officer, or designee. Lieutenants and Captains may alternate between the Class B Dress or Class C Dress uniforms while on duty.
  - c. Class C Dress - generally worn by staff while on duty in certain posts as specified by the Chief Administrative Officer, or designee, such as the lobby post, funeral runs, etc.
  - d. Class C Service - a duty uniform generally worn by staff on post that is an everyday working uniform for correctional officers, corporals, and sergeants.

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12. Boots shall be Department issued, black in color and no less than 6 (six) inches tall.
13. Socks, when visible, shall be black in color.
14. Uniform outerwear, such items as jackets, knit caps, etc., may be worn with the Class B dress uniform or below if issued or authorized.
15. An Honor Guard and specialty teams, including, but not limited to, the Special Investigations & Intelligence (SII) Units, Special Operations Groups (SOG), and Canine Units, etc., may be authorized to wear specialty uniforms and/or accessories.
16. Instead of Class C uniforms, correctional trade instructors (CTI) and Intensive Mental Health Unit (IMHU) correctional acuity specialists shall wear uniforms consisting of:
  - a. Department issued tan khaki pants;
  - b. Department issued polo shirt:
    - 1) green polo shirt or a light grey shirt when working outdoors in hot weather (correctional trade instructors); or
    - 2) blue polo shirt for IMHU correctional acuity specialists;
  - c. Department issued black ball cap for all season wear with Department of Corrections and the state seal embroidered on the front center of the cap;
  - d. knit cap that is black in color and only approved for seasonal wear; and
  - e. jacket, if issued or authorized.
17. Facilities shall distribute uniforms to security staff from a secure location to ensure that new or replacement uniforms and accessories are not accessible to prisoners or persons other than facility security staff. In facilities with a secure perimeter, this location shall be outside the secure perimeter.

**Procedure C: Uniforms for Other Adult Facility Staff**

1. Designated non-security staff, including, but not limited to, maintenance, industries, recreation, vocational trade instructors, food service, laundry, warehouse, and showroom staff may be required to wear a uniform, which shall consist of:
  - a. Department issued tan khaki pants;
  - b. Department issued green polo shirt or green tee shirt;
  - c. Department issued black ball cap for all season wear with Department of Corrections and the state seal embroidered on the front center of the cap;
  - d. knit cap that is black in color and only approved for seasonal wear; and
  - e. jacket, if issued or authorized.

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2. Health care staff shall wear a uniform if required by the Department's health care services contractor.
3. Supervisory staff may wear either the designated uniform for the staff being supervised or business casual attire.
4. A Department lapel pin, if worn, shall be worn on the left side lapel of a suit coat or blazer.
5. In no circumstance may staff wear an issued or authorized uniform or accessory in a way that constitutes a violation of Department Policy 3.5, Code of Conduct.

**Procedure D: Uniform Appearance and Fit**

1. Department security staff shall maintain a high standard of dress and appearance. Uniforms shall fit properly, be clean, serviceable, and pressed as necessary.
2. Uniforms shall be kept buttoned, zipped, and/or snapped and worn as intended.
3. Sleeves on long sleeve uniform shirts may not be rolled up. Long sleeve undershirts may not be worn under short sleeve shirts.
4. Shoes, boots, and leather gear (e.g., belts) shall be cleaned and/or polished, as appropriate.
5. No unauthorized alteration may be made to any part of a uniform or uniform accessory.
6. Security staff shall ensure that when articles are carried in pockets, the articles do not protrude from the pocket or present a bulky appearance.

**Procedure E: Uniform Care, Repair or Replacement**

1. A uniform or a uniform accessory shall not be left unattended or unsecured or stored in an area where any prisoner has access.
2. Staff issued uniforms are eligible for a new issue of two (2) shirts and two (2) pairs of pants on an annual basis upon request.
3. Any uniform that is unserviceable due to normal wear and tear as determined by the facility Chief Administrative Officer, or designee, shall be turned in and disposed of by designated facility staff and replaced.
4. An employee shall report in writing to his or her supervisor any damage to or loss of a uniform or uniform accessory. The uniform or uniform accessory shall be turned in and sent for repair or disposed of by designated facility staff and replaced.
5. An employee shall be responsible for any intentional or negligent damage to or loss of a uniform or uniform accessory and may be required to pay for the repair

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to or a replacement of the item. The facility Chief Administrative Officer, or designee, shall make the determination whether to require such payment.

6. Official identifying patches, whether sewn on or embroidered, and/or accessories shall be removed before uniforms are disposed of.
7. Uniforms and uniform accessories are the property of the Department and shall be returned to the Department upon termination of employment or change in employment status that does not require wearing that uniform. All uniforms shall be returned within seven (7) days of termination or change in employment status.
8. The facility Chief Administrative Officer, or designee, upon request of an employee who is retiring, or the employee's spouse in the event of an employee's death, may allow the employee or the spouse, as applicable, to keep the badge, uniform, etc. provided that the person agrees to not to wear the item or uniform.

**Procedure F: Grooming Standards for Uniformed Adult Facility Security Staff**

1. Hair shall be kept clean and neat.
2. Extreme hairstyles, hairstyles that pose a health or safety hazard or hairstyles that do not allow for the proper fit of headgear or protective equipment are not allowed.
3. Dyed, tinted or bleached hair that is visible must be within a naturally occurring color range. Unique colors, such as pink, blue, purple or green, shall be concealed.
4. Fingernails shall be kept clean, neatly trimmed, and not be of a length that poses a health or safety hazard.
5. Fragrances may be worn as set forth in Department Policy 1.25, Limited Use of Fragrant Products.
6. Cosmetics may be worn but shall not detract from a neat, professional appearance.
7. Jewelry shall not be worn above the neck and shall not be visible except for a:
  - a. wrist watch that is conservative in style and does not have internet connection capabilities;
  - b. maximum of two (2) rings of a conservative nature, one of which may be a wedding ring (a wedding set is considered one ring); and
  - c. medical alert necklace or medical alert bracelet.
8. Eyeglasses and sunglasses must be conservative in style.

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9. 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 ( $\frac{1}{2}$ ) 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;
  - 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.
10. Specific female grooming standards are:
  - a. hair shall not fall over the eyebrows or extend below the bottom edge of the collar and the bulk of the hair may not be excessive.
11. More stringent standards may apply to Honor Guard, specialty teams, or newly hired security staff while in Basic Corrections Officer Training and during On the Job Training (OJT).
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. No tattoo that is visible shall be added to the head, face or neck after the effective date of this policy, except to cover a permanent scar, discoloration, or blemish.

**Procedure G: Mourning Band Protocol**

1. Security staff may shroud his or her badge as a demonstration of respect for a deceased Department staff or officer from a criminal justice agency killed in the line of duty. The shroud shall consist of a solid black band that fits tightly around the badge and shall be worn straight across the center of the badge, the width of the black band not to exceed a  $\frac{1}{2}$  inch and not covering any badge number.
2. A shroud shall be worn on a badge only in the following circumstances:
  - a. upon the line of duty death of departmental staff, the shroud shall be worn until midnight on the thirtieth day from the date of death;

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- b. upon the non-line of duty death of an active departmental security staff, the shroud shall be worn until midnight on the seventh day from the date of death;
- c. upon the line of duty death of an officer from a criminal justice agency, the shroud shall be worn while attending the funeral;
- d. on National Peace Officers Memorial Day (May 15th);
- e. on the day of any memorial service honoring departmental staff who have died in the line of duty; and
- f. when the Commissioner, or designee, or the facility Chief Administrative Officer, or designee, designates a special circumstance as appropriate to display official mourning.

**Procedure H: 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 by staff and only 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 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.

**VII. STANDARDS**

None

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