
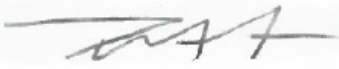


POLICY TITLE: DRESS AND GROOMING REQUIREMENTS FOR UNIFORMED JUVENILE FACILITY STAFF		PAGE 1 OF 7
POLICY NUMBER: 3.28.2		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner:  <hr/>	PROFESSIONAL STANDARDS: See Section VIII
	EFFECTIVE DATE: March 1, 2022	LATEST REVISION:

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

Juvenile 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 juvenile security staff, dress and grooming requirements comport with a professional organization.

IV. DEFINITIONS

None

V. CONTENTS

- Procedure A: Juvenile Facility Uniform Committee
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VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: Juvenile Facility Uniform Committee

1. The Superintendent, or designee, may assign staff to the Juvenile 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 juvenile facility uniformed staff, including the uniforms and accessories of specialty teams or assignments;
 - 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 juvenile facility uniformed staff grooming and dress.
5. Any juvenile facility uniformed staff requesting a change to dress or grooming requirements shall submit a request through their supervisor to the committee for consideration.
6. Any items of apparel or accessories for juvenile facility uniformed staff, not already Department issued or authorized, must be authorized by the Juvenile Facility Uniform Committee.
7. Changes to uniform specifications shall not be adopted without review by the Juvenile Facility Uniform Committee and approval by the Superintendent, or designee.

Procedure B: Uniforms for Juvenile Facility Security Staff

1. All juvenile facility uniformed security staff are required to wear an issued or other authorized uniforms while on duty unless a reasonable accommodation has been made for medical reasons. Accommodations shall only be done on a case-by-case basis and only as determined by the Superintendent, or designee, in consultation with the facility's Human Resources Manager and, as necessary, the Department's EEO Officer. Staff requesting a medical exception shall provide documentation to the facility Human Resources Manager.
2. The Department authorizes one class of uniform for juvenile facility security staff as described as a Class C service uniform:

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3. Staff shall generally wear the Class C service uniform 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.
4. In addition to issued uniforms, juvenile facility security staff may purchase other authorized uniforms and uniform accessories through approved Department staff only.
5. 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 Superintendent, or designee.
6. 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.
7. 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.
8. In general, juvenile 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.
9. The Department shall issue three (3) Class C service uniforms to juvenile facility security staff upon hire.
10. Footwear shall be athletic style footwear.
11. Uniform outerwear, such items as jackets, knit caps, etc., may be worn with the Class C if issued or authorized.
12. Specialty teams, including, but not limited to, the Special Investigations & Intelligence (SII) Units, Special Operations Groups (SOG), or Canine Units, etc., may be authorized to wear specialty uniforms and/or accessories.
13. Uniforms shall be distributed to security staff from a secure location to ensure that new or replacement uniforms and accessories are not accessible to residents or persons other than facility security staff.

Procedure C: Uniforms for Other Facility Staff

1. Designated non-security staff, including, but not limited to, maintenance, industries, recreation, vocational trade instructors, food service, laundry, and warehouse staff may be required to wear a uniform, which shall consist of:
 - a. Department issued work pants;
 - b. Department issued blue or green polo shirt, or blue or green tee shirt.
 - c. safety footwear;
 - d. protective outwear based upon specific job assignment(s), weather conditions, and other relevant factors, if authorized;

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- e. 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; or
 - f. knit cap that is black in color and only approved for seasonal wear; and
 - g. jacket, if issued or authorized.
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.

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 resident 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 Superintendent, or designee, shall be turned in and disposed of by designated facility staff and replaced.
4. An employee shall report in writing to their 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 or a replacement

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of the item. The Superintendent, or designee, shall determine 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, uniform accessories, safety footwear, and protective outerwear are the property of the Department and shall be returned to the designated facility staff who manages uniforms upon the 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 Superintendent, 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 Juvenile 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. Fingernails shall be kept clean, neatly trimmed, and not be of a length that poses a health or safety hazard.
4. Fragrances may be worn as set forth in Department Policy 1.25, Limited Use of Fragrant Products.
5. Cosmetics may be worn but shall not detract from a neat, professional appearance.
6. Jewelry shall not be worn around the neck and shall not be visible except for a:
 - a. wristwatch
 - 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 and
 - d. stud style earrings, nothing that dangles.
7. Specific male grooming standards are:
 - a. if a goatee or a beard is worn, it shall be trimmed and clean, of a natural color only, and not be of an extreme style;
 - b. 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; and

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- c. 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.
8. Specific female grooming standards are:
 - a. hair shall not fall over the eyebrows or shall be pulled back and secured in the event it falls past the neck.
 9. 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).
 10. 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.
 11. Tattoos that are visible on the head, face, hands, or any visible area 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 G: Mourning Band Protocol

1. Security staff may shroud their 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 ½ 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;
 - 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 Superintendent, or designee, designates a special circumstance as appropriate to display official mourning.

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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.

VIII. PROFESSIONAL STANDARDS

None

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