

<b>POLICY TITLE: DRESS AND GROOMING REQUIREMENTS FOR UNIFORMED ADULT FACILITY STAFF</b>		<b>PAGE 1 of 9</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 VIII</b>
<b>EFFECTIVE DATE:</b> <b>August 14, 2017</b>	<b>LATEST REVISION:</b> <b>May 1, 2023</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. All staff have a right to comply with this policy in a manner consistent with their gender identity and/or gender expression.

**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 business professional dress is appropriate.
3. Gender expression - the ways (e.g., name, clothing, hair style, body language, and mannerisms) in which a person embodies gender attributes, whether masculine, feminine, or androgynous.
4. Gender identity - a person’s sincerely held core belief regarding their gender, whether male, female, both, or neither.

5. Protective hairstyle – for the purposes of this policy a protective hairstyle includes hairstyles associated with race, including hair texture, Afro hairstyles including braids, twists, and locks.
6. Security staff – for purposes of this policy, corrections officers, corrections supervisors, or correctional investigative officers (detectives) or other facility law enforcement officers.
7. Staff - for purposes of this policy, Department employee or a person in a facility providing services to an adult resident by agreement with or under contract with the Department (e.g., facility health care staff), but not including a volunteer, student intern, delivery person, etc.

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<a href="#">Attachment B:</a>	<a href="#">Uniform Accessory Specifications</a>

## VII. 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:
    - 1) classes of uniforms to be worn by adult facility uniformed staff at specific adult facilities, e.g., Class D at BCF, SMWRC, etc.; and

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- 2) 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 with their reasons through their 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.
  8. 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 who shall consult with the appropriate Human Resources Manager.

**Procedure B: Accommodations**

1. If the dress and/or grooming standards set forth by this policy conflict with religious practices or beliefs or because of a disability the standards cannot be met, the employee may request an accommodation by contacting the Department’s Equal Employment Officer (EEO) to make such request, which will be considered for approval, unless doing so would result in an undue hardship for the Department.
2. If there is a medical reason for an employee not being able to comply with the dress and/or grooming standards set forth by this policy, the employee may request a medical accommodation which will be considered for approval, unless doing so would result in an undue hardship for the agency. An employee requesting a medical accommodation shall provide documentation to the facility Human Resources Manager, or the Department’s EEO Officer. Accommodations shall only be done on a case-by-case basis and only as determined by the facility Chief Administrative Officer, or designee, in consultation with the facility’s Human Resources Manager and the Department’s EEO Officer.
3. Staff who are not Department employees shall use the process for reasonable accommodations as set forth by policies of their employer.

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

1. All adult facility uniformed security staff are required to wear an issued or another authorized uniform while on duty unless a reasonable accommodation has been made as set out above.

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2. The Department authorizes five classes of uniforms for adult facility security staff as described in Classes of Uniforms for Security Staff, (Attachment A) to include:
  - a. Class A dress uniform;
  - b. Class B dress uniform;
  - c. Class C dress uniform;
  - d. Class C service uniform; and
  - e. Class D uniform.
3. Staff shall generally wear the Class C service or Class D uniform, as approved, 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, adult facility security staff may purchase other authorized uniforms and uniform accessories through approved Department employees 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 facility Chief Administrative Officer, 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. 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 an adult facility security staff upon hire.
9. In general, an 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.
10. Uniforms shall be worn according to the specifications of the uniform class as described in Uniform Accessories Specifications, (Attachment B).
11. Uniform outerwear, such items as jackets, knit caps, etc., may be worn with the Class B dress uniform or below if issued or authorized.
12. An Honor Guard and specialty teams, including, but not limited to, the Special Investigations & Intelligence (SII) Units, Special Operations Groups (SOG), Evidence Response Teams (ERT), and 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. In facilities with a secure perimeter, this location shall be outside the secure perimeter.

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## **Procedure D: 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 Department issued:
  - a. tan khaki pants;
  - b. green polo shirt or green tee shirt;
  - c. safety footwear;
  - d. protective outerwear based upon specific job assignment(s), weather conditions, and other relevant factors, if authorized;
  - 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 professional or business casual attire as appropriate.
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 E: 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.

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**Procedure F: 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 facility Chief Administrative Officer, or designee, shall be turned in and disposed of by designated facility staff and replaced.
4. Staff 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. Staff 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 of the item. The facility Chief Administrative Officer, 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, boots, safety footwear, and protective outwear are the property of the Department and shall be returned to the designated facility staff who manages uniforms 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 G: Grooming Standards for Uniformed Adult Facility Security Staff**

1. Hair shall be kept clean and neat.
2. Any hairstyle that poses a health or safety hazard or does not allow for the proper fit of headgear or protective equipment is not allowed.
3. Protective hairstyles that do not pose a health or safety hazard or allow for the proper fit of headgear or protective equipment are allowed.
4. 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.

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5. Specific male grooming standards are:
  - a. except for an allowed protective hairstyle as set out above, hair shall not exceed three (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.
6. In the event of a health or safety situation at a facility, staff may be required to be clean shaven to properly utilize safety equipment.
7. Specific female grooming standards are:
  - a. except for an allowed protective hairstyle as set out above:
    - 1) hair shall not fall over the eyebrows or extend below the bottom edge of the shoulder blades and the bulk of the hair may not be excessive; and
    - 2) ponytails cannot extend past the bottom of the shoulder blades; there is no minimum length requirement, and the ponytail must be worn down the center of the back.
8. Fingernails shall be kept clean, neatly trimmed, and not be of a length that poses a health or safety hazard.
9. Fragrances may be worn as set forth in Department Policy 1.25, Limited Use of Fragrant Products.
10. Cosmetics may be worn but shall not detract from a neat, professional appearance.
11. Jewelry shall not be worn above the neck and shall not be visible except for a:
  - a. wristwatch that is conservative in style and does not have internet connection capabilities;
  - b. maximum of two (2) rings of a conservative nature; and
  - c. medical alert necklace or medical alert bracelet.
12. 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.
13. Eyeglasses and sunglasses must be conservative in style.

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14. 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).
15. 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.
16. Tattoos that are visible on the head, face, neck, 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 H: Enforcement**

1. Each supervisor shall ensure that staff under their supervision adhere to this policy.
2. If any uniformed Department staff violates this policy, their supervisor shall direct that the individual come into compliance as soon as practicable.
3. If a supervisor becomes aware that staff who does not report to them is in violation of this policy, the supervisor shall report the violation as soon as possible to the staff's supervisor and then to the Human Resources Manager, who shall ensure action is taken in accordance with this policy.
4. Any violation of this policy subjects' staff to appropriate disciplinary action.

**Procedure I: 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

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- 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 J: 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.

**VIII. STANDARDS**

None

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