

Chapter 03-Professionalism

Section 01 - Standards of Personal Appearance

A. Introduction.

This section establishes the:

- (1) Standards of personal appearance for employees; and
- (2) Two levels of dress standards.

B. Scope.

This section:

- (1) Supplements the provisions of [Executive Directive ADM.050.0029 - Personal Appearance Policy](#); and
- (2) Does not apply to a uniformed employee.

C. Level One Dress Standard.

(1) An employee shall follow the Level One Dress Standard when the employee appears:

- (a) In court or before a judge;
- (b) Before the Parole Commission or a parole commissioner; or
- (c) At a business meeting convened or attended by an individual who represents:
 - (i) The Department;
 - (ii) An agency within the Department;
 - (iii) Central Administration;
 - (iv) Another governmental department or agency; or
 - (v) A private sector organization.

(2) A male employee shall wear business attire consisting of:

- (a) A suit, or sport coat and dress slacks;
- (b) A collared dress shirt;
- (c) A necktie;
- (d) Socks; and

- (e) Non-athletic footwear.
- (3) A female employee shall wear business attire consisting of:
 - (a) A skirt, a suit, a dress, or dress slacks;
 - (b) A collared dress shirt, a blouse, a sweater, or a shell, if a skirt or suit is worn; and
 - (c) Non-athletic footwear.

D. Level Two Dress Standard.

- (1) The Level Two Dress Standard applies to an employee who is:
 - (a) Making home, employment, or other contacts in the community; or
 - (b) Working exclusively in the employee's office.
- (2) The Level Two Dress Standard permits an employee to dress less formally but not unprofessionally.
- (3) An employee may wear:
 - (a) Non-denim trousers, slacks or pants;
 - (b) A turtleneck or mock turtleneck shirt; and
 - (c) A collared shirt, without a necktie.
- (4) An employee may not wear clothing as prohibited in [§ .05C of the Department's Executive Directive ADM.050.0029 - Personal Appearance Policy.](#)

E. Special Dress Code Provision When Liberal Leave is in Effect.

When an employee reports for work on a day when liberal leave is in effect Statewide, the employee, regardless of classification, position, or assignment, may follow Dress Standard Level One or Two.

F. Jewelry.

An employee may not wear jewelry that is attached to the employee's:

- (1) Forehead;
- (2) Nose;
- (3) Tongue;

- (4) Cheek;
- (5) Lip; or
- (6) Eyebrow.

G. Exemption Request.

- (1) An employee may request an exemption from any provision of this section.
- (2) An employee who requests an exemption shall submit the request in writing to the employee's immediate supervisor. If a divisional form is available for requesting an exemption, an employee shall use only that form to request an exemption.
- (3) An employee shall include in an exemption request the:
 - (a) Specific exemption sought; and
 - (b) Reason for the exemption.
- (4) An employee who requests an exemption for a medical reason shall provide supporting documentation from a licensed medical practitioner.
- (5) An exemption request shall be forwarded through the chain of command to the Office of the Director.

H. Departmental Policy. Please see Executive Directive ADM.050.0029 - Personal Appearance Policy for additional information, including the Department's statement of non-discrimination. In the event there arises a conflict between a provision of agency and of Departmental policy, Departmental policy controls.