
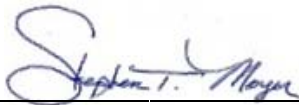


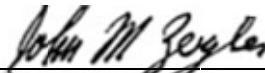
Executive Directive



Title: Personal Appearance Policy	Executive Directive Number: ADM.050.0029 REVISED
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; COMAR 04.04.02.06; State Finance and Procurement Article, §4-604, Annotated Code of Maryland; and State Government Article, §§ 20-601 through 610, Annotated Code of Maryland;	Supersedes Executive Directive Number: ADM.050.0029 dated 06/10/15; DOC.050.0044 dated 12/13/10
Related ACA Standards: 2-CO-1C-01; 4-ADLF-7E-01; 4-4048; 4-ACRS-7C-01	Responsible Authority:  Executive Director – Human Resources Services Division
Related MCCS Standards: N/A	Effective Date: September 26, 2017 Number of Pages: 6



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.01 Purpose.

- A. This directive updates personal appearance policy for an employee who is not wearing a Department of Public Safety and Correctional Services (Department) issued uniform while performing assigned duties and responsibilities.
- B. This directive does not delineate personal appearance standards for every work environment, but does make each employee responsible for presenting a professional impression through personal appearance.

.02 Scope.

This directive applies to all units of the Department and each employee working at the unit not wearing an authorized Department uniform.

.03 Policy.

- A. The Department, in accordance with State Government Article, § 20-601 through § 20-610, Annotated Code of Maryland:
 - (1) Prohibits discrimination in employment by any person regardless of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, or disability; and
 - (2) Establishes a policy to require an employee to adhere to reasonable workplace appearance, grooming, and dress standards that are directly related to the nature of the employment of the employee and that are not precluded by any provision of State or federal law.

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- B. The Department recognizes the influence that visual messages have on perceptions concerning efficiency and effectiveness of the employee or the unit that the employee represents.
- C. The Department requires each employee performing work-related duties and responsibilities to maintain the highest possible standard of personal appearance, consistent with the employee's duties, to foster a professional impression of the employee and the Department.
- D. Standards for non-uniform dress and grooming are general requirements and not all inclusive and, therefore, final authority for determining an employee's compliance with provisions established under this directive rests with the employee's appointing authority.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) Personal Appearance.

(a) "Personal appearance" means the sensory, primarily visual, interpretation formed by an individual about another individual.

(b) "Personal appearance" includes, but is not limited to, an individual's:

(i) Hygiene;

(ii) Hair, natural and artificial;

(iii) Facial hair;

(iv) Makeup (cosmetics) and fragrances;

(v) Clothing and accessories;

(vi) Footwear;

(vii) Jewelry and other forms of body ornamentation including eye wear; and

(viii) Body art;

(2) "Secretary" means the Secretary of Public Safety and Correctional Services.

(3) Non-Uniform Employee.

(a) "Non-uniform employee" means a Department employee who does not wear an authorized Department uniform while performing Department related duties and responsibilities.

(b) "Non-uniform employee" includes a:

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- (i) Full or part time employee;
 - (ii) Volunteer, volunteer visitor, or intern; or
 - (iii) Contractor.
- (4) “Unit head” means the person who is the highest authority of an organizational unit, program, commission, board, office, institution, facility, or division established by statute or created by the Secretary within the Department.

.05 Responsibility/Procedure.

A. Each unit head is responsible for:

- (1) Communicating the personal appearance policy to each subordinate; and
- (2) Ensuring compliance with requirements of this directive in a lawful, fair, just, and equitable manner.

B. General Provisions.

- (1) An employee’s personal appearance shall be consistent with the requirements of this directive and any special requirements established by a unit head for the employee’s regular work environment.
- (2) While performing Department or unit related duties and responsibilities a non-uniform employee shall wear attire suitable to a professional business office consistent with provisions established under this directive.
- (3) If a non-uniform employee’s work responsibilities or special situation temporarily places the employee in a work environment different from that where the employee regularly works, the employee’s personal appearance shall be consistent with this directive and any specific requirements established by the employee’s unit head for the temporary work environment.
- (4) A unit head may establish personal appearance standards for a specific work environment that create additional restrictions, consistent with the requirements of this directive, necessary to present a professional impression for the employee, the unit, and the Department.
- (5) In accordance with COMAR 04.04.02.01 through .06 a non-uniform employee shall, when on State real property including land or improvements, structures, or fixtures on land leased or owned by the State:
 - (a) Display the State of Maryland security identification card issued by the Department of General Services (DGS):
 - (i) On the outermost garment;
 - (ii) In the area of the upper chest; and

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(iii) So as to be visible at all times; and

(b) Produce the security card upon demand by a member of DGS Police, a police officer, or authorized departmental security personnel.

(6) A non-uniform employee shall maintain a consistent appearance to facilitate recognition by associated staff. Should the employee's physical appearance change in a manner that, at the discretion of the employee's unit head, significantly affects the ability to properly identify the employee, the unit head shall require the employee to obtain a new State identification card that reflects the employee's current physical appearance.

(7) A non-uniform employee who does not comply with provisions established under this directive shall be subject to disciplinary action in accordance with the Department's Standards of Conduct.

C. Prohibitions. Except when otherwise directed by the Secretary, a non-uniform employee at the workplace or other location representing the Department may not:

(1) Wear or display clothing, emblems, monograms, insignia, body art (permanent or temporary), body ornamentation, jewelry or other items that depict images or subject matter that is offensive, inflammatory, or associated with a known gang or hate group;

(2) Wear a Department uniform or other issued equipment contrary to existing policy and procedure;

(3) Wear clothing that is transparent, "see through" or otherwise revealing in nature, to include garments that:

(a) Exposes the individual's midriff, side or back;

(b) Has a revealing neckline, excessive split, or a dress/skirt hemline more than 2 inches above the top of the individual's knee;

(c) Fits excessively too tight or too loose;

(4) Wear leisure clothing that includes, but is not limited to:

(a) Athletic wear;

(b) Beach attire;

(c) Tank, halter or tube tops (as an outerwear garment or under a "see through" outer garment);

(d) Shorts;

(e) Tee shirts (as an outerwear garment or under a "see through" outer garment);

(f) Beach sandals, running or jogging shoes, "flip-flops", bedroom type slippers or similar footwear;

(g) Pants, trousers or slacks with the hem more than 2 inches above the individual's ankle or;

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- (h) Baseball-style caps;
- (5) Wear form-fitting clothing, such as, a leotard, spandex wear, or leggings (as an outerwear garment or under a “see through” outer garment);
- (6) Wear denim clothing, regardless of the color;
- (7) Wear heavily tinted eye wear or sunglasses indoors or during hours of darkness unless the eye wear have photosensitive lenses or are specifically prescribed by a physician for indoor wear; or
- (8) Wear jewelry that is inconsistent with a professional appearance that includes, but is not limited to:
 - (a) Tongue ornamentation; or
 - (b) Body piercing, other than that for ear rings;
- (9) Color hair in a manner uncharacteristic of human hair such as green, pink, orange, purple, blue or hair color in a combination that detracts from a professional conservative appearance;
- (10) Wear hair rollers, curlers, shower caps, hair styling clips or hair glitter;
- (11) Wear a wig or detachable hairpiece that is inconsistent with the requirements for hair standards established under this directive, unless the employee has the prior approval from the unit head;
- (12) Present an untidy or poorly groomed appearance in consideration of the basic rules of:
 - (a) Personal hygiene for keeping the face, hands, fingernails, and other exposed areas clean;
 - (b) Maintaining a fresh, clean presence throughout the workday;
 - (c) Keeping clothing clean, fresh, neatly pressed and in good repair;
 - (d) Keeping footwear clean, fresh and in good repair; and
 - (e) Maintaining neat and properly trimmed facial hair.

E. Exceptions to the Personal Appearance Policy.

- (1) A unit head may request the Secretary to grant an exception to the provisions established under this directive based on the employee being a member of a protected class of citizens as described in section .03A(1) of this directive; or circumstances, such as during hours when the work location is closed to the public or other agencies.
- (2) An employee may submit a request to the unit head or designee for an exception to appearance standards as described in section .05F of this directive.

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- (3) The Secretary may designate dates, times and limitations on wearing forms of casual clothing items for non-uniform personnel which shall comply with personal appearance and dress standards.

F. An employee requesting an exception to the personal appearance policy shall:

- (1) Submit the request, in writing, to the employee's unit head, including in the request the specific exception and reason for the exception; and
- (2) Provide documentation from a licensed medical practitioner supporting the reason for the requested exception, if the request is based on a medical condition.

G. A unit head receiving a request under §.05F of this directive:

- (1) Is responsible for granting or denying a request for an exception to the personal appearance policy established by this directive;
- (2) May consult with other qualified individuals to gather or interpret information to make the decision; and
- (3) Shall:
 - (a) Notify the employee making the request, in writing, of the unit head's decision; and
 - (b) Have the request and the decision placed in the employee's employment record, if the request is not based on a medical reason; or
 - (c) Have the request and decision placed in the employee's medical record, if the request is for a medical reason.

H. A supervisor taking action concerning an employee's personal appearance shall act according to policy and procedures established for personnel evaluation, counseling, and disciplinary procedures.

06 Attachments.

There are no attachments to this directive.

.07 History.

- A. This directive combines and, therefore, replaces Executive Directive ADM.050.0029, dated June 10, 2015 and DOC.050.0044 dated December 13, 2010
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- B
- S – Human Resources