

STATE OF MARYLAND
**DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES**
DIVISION OF CORRECTION



**PERSONAL APPEARANCE
AND DRESS STANDARDS
FOR NON-UNIFORMED EMPLOYEES**

**Division of Correction Manual
December 13, 2010**

DOC.050.0044

**Distribution: A
B – Non-Uniform Employee**

Personal Appearance and Dress Standards

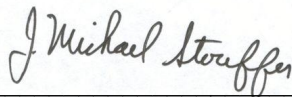
The Division of Correction recognizes the importance of a well-groomed and properly dressed work force. All employees are expected to maintain high standards of dress and personal appearance in the public, its elected representatives, clients, offenders, detainees, and inmates draw conclusions about the effectiveness of the Division based on the images presented.

All employees of the Division are required to adhere to the standards set forth in this manual. Managers, supervisors, professionals, paraprofessionals, and support staff are expected to report for duty groomed and attired in a manner that facilitates the critical role they play in the attainment of the Division's goals and objectives.

Grooming standards are based on several elements including neatness, cleanliness, safety, professional image, and appearance. The standards set forth are not overly restrictive. The limits set forth are reasonable, enforceable and ensure that personal appearance contributes to a favorable image of the Division.

It is essential that each employee partake daily to ensure adherence to this manual. An employee who fails to do this may be counseled, and if improvement does not occur, the employee shall be subject to disciplinary action in accordance with the Department's Standards of Conduct.

The standards for dress and grooming are general requirements and are not all-inclusive. Final authority for establishing compliance with the policy shall rest with the appointing authority in a facility, office, or departmental work site. The Personal Appearance and Dress Standards Committee whose role and function is outlined will conduct a periodic review of this manual and issues related to its content.



J. Michael Stouffer
Commissioner, Division of Correction

Table of Contents

I. REFERENCE 1

II. DEFINITION OF NON-UNIFORMED EMPLOYEE.....2

III. PERSONAL APPEARANCE.....3

 A. HYGIENE.....3

 B. CLOTHING.....3

 C. FOOTWEAR.....3

 D. EYE GLASSES.....3

 E. HAIR.....3

 F. JEWELRY AND OTHER BODY ORNAMENTS.....4

 G. BODY MARKINGS.....4

 H. CONSISTENT APPEARANCE.....4

 I. PERSONAL APPEARANCE AND GROOMING EXCEPTIONS.....4

IV. GROOMING STANDARDS.....5

V. RECISSION 7

REFERENCE

This manual is issued in accordance with Department of Public Safety and Correctional Services (DPSCS) *Personal Appearance Policy*, 050.0029, originally issued as Secretary's Department Directive 07-2004. All references to "DPSCS Personal Appearance Policy" refer to the most current version of this policy subject to future revisions.

CHAPTER I: DEFINITION

“Non-uniformed Employee” means a merit employee or contractual employee, who is responsible for performing services for the Division of Correction, except for correctional officers, correctional dietary officers, correctional laundry officers, correctional maintenance officers, correctional supply officers, special operations group, and environmental compliance safety officers.

CHAPTER II: PERSONAL APPEARANCE

A. Hygiene.

An employee shall observe the basic rules of personal hygiene and report for duty presenting a groomed and tidy appearance. An employee shall keep face, hands, fingernails, and other exposed areas clean. An employee shall maintain a fresh, clean presence throughout the workday.

B. Clothing.

An employee shall wear neatly pressed and cleaned clothing of appropriate size (not too loose) and fit (not too tight) that serves to enhance a professional image.

C. Footwear.

An employee shall wear businesslike footwear in good repair and clean. Prohibited footwear such as beach sandals, running or jogging ‘athletic’ shoes, “flip-flops,” bedroom type slippers, or other similar footwear are adhered in accordance with DPSCS Personal Appearance Policy.

D. Eye Glasses.

An employee may not wear heavily tinted glasses or sunglasses indoors or during hours of darkness unless glasses are photosensitive lenses that return to clear out of the sunlight, or are specifically prescribed by a physician for indoor wear.

E. Hair.

(1) Natural hues

An employee shall keep hair clean to reflect daily maintenance. An employee may color hair of natural hues or colors characteristic of human hair. However, an employee is prohibited dying or coloring hair uncharacteristic of human hair such as green, pink, orange, or purple. An employee may not wear hair coloring in combinations, which detracts from a professional conservative appearance.

(2) Glitter

An employee may not wear glitter in hair. A hairstyle incompatible with a professional appearance such as faddish or extreme hairstyles are unacceptable.

(3) Wig or Hair Piece

A managing official or designee may approve an employee to wear a wig or other detachable hairpiece, however, it must meet the requirements of hair standards set forth in this manual.

(4) Facial Hair

An employee shall keep facial hair and hair on the head neat in appearance and properly maintained. Personal appearance and dress standards prohibits an employee wearing rollers or hair styling clips while on duty

F. Jewelry and Other Body Ornaments.

An employee may wear jewelry consistent with a professional appearance. An employee is prohibited wearing tongue ornaments while on duty and wearing visible jewelry associated with body piercing other than the ear.

G. Body Markings.

An employee may not display any body marking, which is inflammatory, offensive, or associated with a known gang or hate group.

H. Consistent Appearance.

An employee shall maintain a consistent appearance, which facilitates recognition by associated staff. An employee whose physical appearance changes significantly is required to obtain a new departmental identification card at the employee's expense, but at the discretion of the managing official or designee.

I. Personal Appearance Exceptions.

Exception

- (1) An employee may submit a request to the managing official or designee, for exception to appearance standards. Such requests are forwarded through command channels to the Personal Appearance and Dress Standards Committee to review, for example, the DOC Director of Human Resources or Assistant Commissioner.
- (2) An exception granted before the date of this manual shall continue in effect for each employee as long as it remains otherwise qualified for retention.

CHAPTER III: GROOMING and DRESS STANDARDS

A. An employee may not violate facility appearance and dress requirements for visitors.

B. Business Attire

An employee shall wear businesslike attire. For male employees this includes a dress shirt, tie, sports jacket, or suit. A managing official or designee may approve an employee's business casual style clothing (collared shirt without tie) depending on assignment.

C. Exception

The managing official or designee may approve exceptions to the prescribed dress standards when justified in special circumstances such as temperature extremes, moving boxes or furniture, attending or instructing special training sessions.

D. Dress Down Days

An employee may wear casual style clothing on "dress down days" when authorized by a managing official or designee. Clothing worn on such occasions must remain within the personal appearance and dress standards.

E. Prohibited Clothing

An employee may not wear clothing that is see-through, scarce, or revealing in nature. The Department's directive prohibits an employee to wear the following while on duty or similar clothing, but unlimited to:

- (1) Tank, halter, or tube tops (as an outerwear garment or under a "see through" outer garment);
- (2) Tee shirts (as an outerwear garment or under a "see-through" outer garment);
- (3) Athletic, beach and jogging attire;
- (4) Shorts;
- (5) Pants, trousers or slacks designed with the hem above the ankle such as "Capri pants";
- (6) Denim clothing, regardless of the color;
- (7) Skirts or dresses shorter than 2 inches above the top of the knee;

Personal Appearance and Dress Standards

- (8) Form-fitting clothes such as leotards, spandex, and leggings;
- (9) Clothes that expose the midriff, side, or back;
- (10) Tops or dresses that have revealing “V” necklines and excessive splits;
- (11) Baseball-style caps; and
- (12) Clothing that excessively fits either too tight or too loose.

F. Monograms

An employee may not wear emblems, monograms, insignia, or lettering, which is unprofessional, obtrusive, or inflammatory in nature.

G. Cosmetics

An employee may wear cosmetics in good taste and conservative with the amount, kind, and color blended with natural shades.

H. Identification Card

An employee shall wear a DOC identification card at all times while on duty. Identification cards shall be visible and worn above the waist.

CHAPTER IV: RECISSION

Manual revisions dated November 30, 2010, October 24, 2003, and April 1, 1995.

Manual rescinds old number DOC.050.0043, for Non-Uniformed Employee.

Manual adopts new number DOC.050.0044, for Non-Uniformed Employee.