


<div>Department of Public Safety and Correctional Services</div> <div>  </div> <div>Internal Investigative Unit Procedures</div>	Procedure Number: A01.A.09.009.002/IIU.050.0002	
	Title: Personal Appearance	
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	Authorized By: Douglas Cloman	Number of Pages: 7

.01 Purpose.

This document establishes policy concerning personal appearance for a Department of Public Safety and Correctional Services (Department) Internal Investigative Unit (IIU) employee.

.02 Scope.

This directive applies to IIU employees.

.03 Policy.

- A. The IIU recognizes the influence that visual messages have on perceptions concerning efficiency and effectiveness of the employee, IIU, and Department.
- B. It is the policy of the IIU that each employee, at all times, maintains the highest possible standard of personal appearance, consistent with the employee's duties, to foster a favorable impression of the employee, the IIU and the Department.

.04 Authority/Reference.

- A. Correctional Services Article, §10-701, Annotated Code of Maryland.
- B. Secretary's Department Directive 03-2003 dated July 9, 2003
- C. Secretary's Department Directive 04-2005 dated March 10, 2005.

.05 Definitions.

- A. In this document, the following terms have the meanings indicated.
- B. Terms Defined.

(1) Employee.

- (a) "Employee" means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.
- (b) "Employee" includes:

- (i) A volunteer; or
 - (ii) An intern.
- (2) “Investigator” means a Department employee permanently assigned to, or on special assignment to assist, the IIU with the responsibilities specified under Correctional Services Article, §10-701(a)(3), Annotated Code of Maryland.
- (3) 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) Makeup (cosmetics) and fragrances;
 - (iv) Clothing and accessories;
 - (v) Footwear;
 - (vi) Jewelry and other forms of body ornamentation; and
 - (vii) Body art.

.06 Responsibility/Procedure.

A. General Provisions.

- (1) An employee’s personal appearance shall be consistent with the requirements of this procedure.
- (2) If an 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 procedure and any specific requirements established by the agency head responsible for the temporary work environment.
- (3) While working, an IIU employee shall maintain a groomed and neat appearance that includes:
 - (a) Clean face, hands, fingernails, and other areas of the body normally exposed in public;
 - (b) Wearing acceptable clothing that:
 - (i) Properly fits the individual;

- (ii) Is clean and pressed; and
- (iii) Presents a professional appearance suitable for the IIU;
- (c) Wearing acceptable footwear that:
 - (i) Properly fits the individual;
 - (ii) Includes the wearing of acceptable socks or hosiery based on the individual's gender;
 - (iii) Is clean and polished; and
 - (iv) Is suitable to the individual's work responsibilities;
- (d) Wearing acceptable jewelry or other body ornamentation; and
- (e) Clean, properly trimmed, and groomed hair.

B. Personal Appearance Prohibitions. Except under §.06C of this procedure, an employee 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 or inflammatory;
- (2) Wear any uniform or equipment contrary to existing policy;
- (3) Wear "see through" or otherwise revealing clothing;
- (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" or other similar footwear; or
 - (g) Pants, trousers, or slacks designed with the hem above the ankle, such as, "Capri pants";
- (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 clothing that leaves the midriff uncovered (as an outerwear garment or under a “see through” outer garment);
- (7) Wear clothing with an extremely revealing neckline; or
- (8) Wear extremely short dresses or skirts.

C. Exceptions to the Personal Appearance Policy.

- (1) An employee may request an exception to the personal appearance policy for religious or medical reasons.
- (2) The employee requesting an exception to the personal appearance policy shall:
 - (a) Submit the request, in writing, to the Director of IIU;
 - (b) Include in the request the specific exception and reason for the exception; and
 - (e) If the request is based on a medical condition, provide documentation from a licensed medical practitioner supporting the reason for the requested exception.
- (3) A male investigator under treatment for a facial skin disorder that would be exacerbated by shaving may request permission to wear a beard.
 - (a) Under this exception, the investigator shall submit written a medical recommendation to the Director of IIU requesting to wear a beard for medical reasons.
 - (b) The investigator shall submit a written medical recommendation to the Director IIU every four months verifying the continued existence of a skin disorder.
 - (c) If the Director of IIU authorizes the investigator to where a beard for medical reasons, the investigator may have a full beard with a maximum hair length of one quarter of an inch.
- (4) The Director of IIU may grant an exception to the personal appearance requirements of this procedure if the employee’s duties and responsibilities would be compromised or otherwise less effective by compliance with the established personal appearance requirements.
- (5) Upon receipt of a request for an exception to the personal appearance requirements of this procedure, the Director of IIU shall:
 - (i) Notify the employee, in writing, of the decision; and
 - (ii) If the request is not based on a medical reason, have the request and the decision placed in the employee’s employment record; or
 - (iii) If the request is for a medical reason, have the request and decision placed in the employee’s medical record.

D. Personal Appearance Requirements — Hair.

- (1) Head and authorized facial hair shall be clean and properly groomed to present a professional appearance.
- (2) If hair coloring is used, the employee may only use coloring that reflects a natural color of human hair.
- (3) A male investigator shall wear head hair that is tapered:
 - (a) On the sides of the head so that when combed the hair does not touch the top of the ears; and
 - (b) Or blocked on the back of the head so when combed the hair does not touch or extend below the top of the shirt collar.
- (4) A male investigator may wear sideburns that:
 - (a) Do not extend below the earlobe;
 - (b) Are an even width and do not flare;
 - (c) Terminate with a clean-shaven horizontal line; and
 - (d) Are the same length on both sides of the head.
- (5) A male investigator may wear a mustache that does not extend:
 - (a) Below the upper lip;
 - (b) More than one-half inch beyond the corners of the mouth; and
 - (c) Below the corners on either side of the mouth.
- (6) Except for §.06C(3) of this procedure, a male investigator may not wear a beard of any type.
- (7) A female investigator shall wear head hair that.
 - (a) The length, bulk, or appearance of natural hair is not excessive, ragged, or not properly groomed; and
 - (b) Does not contain rollers or hair styling clips.

E. Personal Appearance Requirements — Cosmetics. An employee may wear cosmetics that:

- (1) Are conservative;
- (2) Blend with natural shades; and
- (3) Present a professional appearance.

F. Personal Appearance Requirements — Fingernails.

- (1) An investigator:
 - (a) Shall properly trim fingernails so the end of the fingernail does not extend more than one-quarter of an inch beyond the tip of the finger;
 - (b) May not wear ornamentation on a fingernail;
 - (c) If male, may wear clear fingernail polish only; and
 - (d) If female, may wear conservative colored fingernail polish that presents a professional appearance.
- (2) An employee other than an investigator:
 - (a) May wear fingernails at any length that do not interfere with the employee's work performance or operation of required office equipment;
 - (b) May wear conservative colored fingernail polish that presents a professional appearance; and
 - (c) May wear designs on the fingernails that do not detract from the professional image of the employee, the IIU, or the Department.

G. Personal Appearance Requirements — Jewelry.

- (1) Earrings.
 - (a) A male investigator may not wear earrings.
 - (b) A female investigator may wear a single earring in each ear that:
 - (i) Is not worn above the mid-line of the ear
 - (ii) Is worn in the same position on each ear;
 - (iii) Match each other; and
 - (iv) Are close to the ear so as not to pose a safety issue.
- (2) Facial Jewelry.
 - (a) An investigator may not wear facial jewelry.
 - (b) An employee other than an investigator may wear facial jewelry that does not detract from the professional image of the employee, IIU, or the Department.
- (3) Rings. An employee may wear rings that do not detract from the professional image of the employee, IIU, or the Department.

H. Personal Appearance Requirements — Clothing.

- (1) A male investigator shall wear clothing suitable to a professional business environment, such as:
 - (a) Business suit; or
 - (b) Coordinated sport coat and dress pant; and
 - (c) Shirt and tie.
- (2) A female investigator shall wear clothing suitable to a professional business environment, such as:
 - (a) Dress suit;
 - (b) Blazer with coordinated pant and blouse;
 - (c) Dress;
 - (d) Pant and blouse; or
 - (e) Other clothing suitable to a professional business environment.
- (3) An employee other than an investigator may wear clothing suitable to a professional business environment.

.07 Attachments.

There are no attachments to this document.

.08 History.

- A. This document replaces IIU Appearance and Dress Policy dated January 17, 2002.
- B. This document supercedes any current IIU policy or procedure with which it may be in conflict.