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Title <b>GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF</b>
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Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 4-24-1-1 IC 11-8-2-5(a)(8)	02-03-104 04-03-103 04-03-110	

I. PURPOSE:

The purpose of this policy and administrative procedure is to provide personal grooming standards for staff of the Department of Correction.

II. POLICY STATEMENT:

The Department of Correction is a professional agency and the staff representing the Department shall maintain a professional appearance. In order to maintain this professional appearance, staff shall be clean and well-groomed at all times. A professional image is enhanced when staff keeps high standards in their personal appearance and grooming. Staff grooming is to ensure that grooming does not detract from the work environment and does not impede the staff person in the performance of his/her duties.

All Department staff shall reflect an appearance compatible with their assigned duties in order to create a favorable public image and a positive effect on offenders and parolees. Staff shall adhere to the standards established in this policy and administrative procedure, as well as, the appropriate policy and procedures for uniformed or non-uniformed staff dress standards.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definition is presented:

**STAFF OR STAFF PERSON:** Any and all persons employed by the Department, including contractors and volunteers.

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IV. GROOMING STANDARDS:

All staff shall be expected to report for duty clean and well groomed. Staff shall be expected to maintain a clean and neatly groomed appearance throughout the work period, unless assigned to duties that will not permit the staff person to remain clean or special circumstances occur that cause a staff person to become dirtier than normal as a result of assigned duties. For the purpose of this policy and administrative procedure, Maintenance staff shall adhere to the non-uniformed grooming procedures in subsection B of section IV.

A. Uniformed Staff:

1. Male staff:

- a. Hair shall be neatly trimmed, clean and combed or brushed in such a manner that it does not interfere with the wearing of any approved headgear. Hair shall not be ragged or unkempt. Hair on the crown and sides of the head shall be neatly groomed and trimmed so as not to cover any portion of the ear. Hair in the front shall be groomed so that it does not touch the eyebrows. Hair on the back of the head shall not touch the collar of the uniform shirt.
- b. Hair coloring, if used, must appear natural.
- c. No exotic hair styles or styles with lines, numbers, or other graphics shaved in the hair shall be permitted.
- d. Hairpieces or wigs, if worn on duty, shall conform to the same standards as those for natural hair.
- e. Sideburns, if worn, shall be neatly trimmed and shall not extend below the middle of the ear. Sideburns shall be of even width and end in a clean shaven horizontal line.
- f. Uniformed staff may wear beards. Beard length shall not exceed one-half (1/2) inch and shall be maintained in a neat and trimmed manner. No designs, parts, or patterns shall be cut into the beard and the beard shall closely follow the jaw and chin lines. Braids, beads, and tie-ins are not authorized. Beard coloring, if used, shall appear natural. The neck shall be clean shaven. The beard shall not interfere with the

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proper fit of any personal protection equipment. If there is interference, the staff member shall be required to trim the beard for a proper fit.

- g. Mustaches shall not extend over the lip or beyond the corners of the mouth and shall be neatly trimmed. Handlebar, Fu Manchu, or other exaggerated styles of moustaches shall not be worn.
  - h. Lines, numbers, graphics, or other designs shall not be cut into the facial hair (sideburns, eyebrows, mustache, beard).
  - i. Fingernails shall be clean and neatly trimmed and shall extend no farther than one-quarter inch (1/4") beyond the tip of the finger. Fingernail length/shape shall not present a danger to the staff person or other staff and shall not interfere with the staff person's ability to complete his duties. Nail polish, if worn, shall be clear in color and shall contain no designs or ornamentation.
2. Female staff:
- a. Hair shall be neatly trimmed, clean and combed or brushed in such a manner that it does not interfere with the wearing of any approved headgear. Hair shall not be ragged or unkempt. Hair in the front shall not touch the eyebrows and hair on the back of the head shall not extend beyond the yoke on the back of the uniform shirt. Staff with longer hair may wear the hair in a bun-style or a similar style as long as approved headgear can be worn appropriately and the hair does not extend past the yolk of the uniform shirt yolk.
  - b. Ribbons or ornaments shall not be worn in the hair except for neat and inconspicuous hair pins and barrettes.
  - c. Hair coloring, if used, must appear natural.
  - d. No exotic hair styles or styles with lines, numbers, or other graphics shaved in the hair shall be permitted. Braids or corn rows may be worn if they can fit under the approved headgear and not interfere with its wearing.

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- e. Hairpieces or wigs, if worn on duty, shall conform to the same standards as those for natural hair.
- f. Fingernails shall be clean and neatly trimmed and shall extend no farther than one-quarter inch (¼”) beyond the tip of the finger. Fingernail length/shape shall not present a danger to the staff person or other staff and shall not interfere with the staff person’s ability to complete his duties. Nail polish, if worn, shall be in any one (1) solid color and shall contain no designs or ornamentation.
- g. Lines, numbers, graphics or other designs shall not be cut into the facial hair (eyebrows).
- h. Cosmetics, when worn, shall be applied conservatively to enhance the natural features of the staff person and maintain a professional appearance. Lipstick shall be natural looking and conservative in nature.

**B. NON-UNIFORMED STAFF:**

**1. Male Staff:**

- a. Hair shall be neat, clean, and well-groomed at all times while on duty. Hair shall not be ragged or unkempt.
- b. Hair coloring, if used, shall be natural in appearance.
- c. Hair shall not have lines, numbers, graphics, or other designs cut into it.
- d. Fingernails shall be neat and trimmed and preferably shall not extend more than a one-quarter inch (¼”) beyond the end of the finger. Fingernail length/shape shall not present a danger to the staff person or other staff and shall not interfere with the staff person’s ability to complete his duties. Nail polish, if worn, shall be clear in color and shall contain no designs or ornamentation.
- e. Uniformed staff may wear beards. Beard length shall not exceed one-half inch (½”) and shall be maintained in a neat and trimmed manner. No designs, parts, or patterns shall be

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cut into the beard and the beard shall closely follow the jaw and chin lines. Braids, beads, and tie-ins are not authorized. Beard coloring, if used, shall appear natural. The neck shall be clean shaven. The beard shall not interfere with the proper fit of any personal protection equipment. If there is interference, the staff member shall be required to trim the beard for a proper fit.

- f. Mustaches shall not extend over the lip or beyond the corners of the mouth and shall be neatly trimmed. Handlebar, Fu Manchu, or other exaggerated styles of moustaches shall not be worn.

2. Female Staff:

- a. Hair shall be neat, clean and well-groomed at all times while on duty. Hair shall not ragged or unkempt.
- b. Hair coloring, if used, shall be natural in appearance.
- c. Hair shall not have lines, numbers, graphics or other designs cut into it.
- d. Hair ribbons and other ornaments may be worn but they shall not detract from the work environment.
- e. Fingernails shall be clean and neatly trimmed and shall extend no farther than one-quarter inch (1/4") beyond the tip of the finger. Fingernail length/shape shall not present a danger to the staff person or other staff and shall not interfere with the staff person's ability to complete his duties. Nail polish, if worn, shall be any one (1) solid color and shall contain no designs or ornamentation.

V. JEWELRY:

Jewelry shall be limited to rings, watches, necklaces, bracelets, tie tacks, post-type earrings, name tags, pins and buttons, as well as jewelry issued by the Department. Jewelry shall be reasonable and shall not distract from a professional appearance, disrupt the workplace or create a safety hazard. Jewelry that is offensive or derogatory to others shall not be worn so as to be visible while on duty.

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Jewelry lost, damaged or destroyed during the performance of duties at a facility housing offenders may be repaired or replaced in accordance with State statute. The Department shall reimburse up to a maximum amount of two hundred dollars (\$200.00). For this reason, staff is encouraged not to wear jewelry of a higher value.

A. UNIFORMED STAFF:

1. Jewelry (pins, buttons, badges, collar insignias, etc.) issued by the Department shall be worn in accordance with the administrative procedures for the wearing of the Custody uniforms.
2. A necklace may be worn around the neck; but, it must be worn under the clothing and not visible.
3. A maximum of two (2) rings per hand may be worn. (A wedding set shall be considered as one [1] ring.)
4. Female staff may wear one (1) post-type stud earring per ear while on duty.
5. Staff may wear one (1) medic-alert type bracelet.
6. With the exception of one (1) pair of post-type stud earrings for female staff, no other body-piercing jewelry may be visible. (Nose rings or studs, eyebrow jewelry, tongue jewelry, lip jewelry, etc. shall not be worn while on duty.)
7. One (1) wristwatch/electronic fitness device/smartwatch may be worn.
  - Devices capable of taking photographs and/or video footage are prohibited.
  - Smartwatches with calling features without pairing to a smartphone are restricted.
8. Sunglasses may be worn when outdoors only. Sunglasses shall not be worn inside buildings unless the staff person has submitted medical documentation indicating that it is medically necessary. Sunglasses shall be of the non-mirrored type and shall be conservative in nature. Sunglasses shall not hang from uniform pockets or be hung from a neckband when not in use.

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9. Staff requiring eyeglasses (prescription or reading) shall be permitted to wear the eyeglasses as needed. Eyeglasses shall not detract from the uniform or a professional appearance. When not in use, eyeglasses shall not hang from uniform pockets or be hung from a neckband.

**B. NON-UNIFORMED STAFF:**

1. Necklaces may be worn. No more than two (2) necklaces should be worn while on duty. Necklaces should not detract from the staff person's professional appearance. Necklaces that may be offensive to other staff or offenders shall be worn under the clothing so as not to be visible while on duty.
2. Female staff may wear earrings. No more than two (2) sets of earrings are to be worn in each ear. Earrings shall not be eccentric, or hang more than two inches (2") from lower edge of the lobe.
3. With the exception of earrings as mentioned above, no other body-piercing jewelry shall be visible. (Nose rings or studs, eyebrow jewelry, tongue jewelry, lip jewelry, etc. shall not be worn while on duty.)
4. Staff may wear a maximum of two (2) rings per hand. (A wedding set shall be considered one (1) ring.)
5. One (1) wristwatch/electronic fitness device/smartwatch may be worn.
  - Devices capable of taking photographs and/or video footage are prohibited.
  - Smartwatches with calling features without pairing to a smartphone are restricted.
6. Staff may wear bracelets that do not interfere with the performance of their assigned duties or detract from a professional appearance.
7. Sunglasses may be worn when outdoors only. Sunglasses shall not be worn inside buildings unless the staff person has submitted medical documentation indicating that it is medically necessary.

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Sunglasses shall be of the non-mirrored type and shall be conservative in nature.

VI. APPLICABILITY:

This policy and administrative procedure is applicable to Department staff at all facilities, including Central Office and the Parole District Offices.

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signature on file  
Robert E. Carter, Jr.  
Commissioner

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Date