



State of Indiana
Indiana Department of Correction

Effective Date	Page 1 of	Number
1/1/2013	7	04-03-109

ADMINISTRATIVE PROCEDURES
Manual of Policies and Procedures

Title
GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF

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 its administrative procedures 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 their 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 these administrative procedures, 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 its administrative procedures, the following definitions are presented:

- A. Staff: Any and all persons employed by or providing services to the Department or otherwise working in a facility, including Central Office and Parole District Offices. This term includes all employees, including full and part time, of the Department and contract workers, interns and volunteers who have routine contact with the public and/or offenders.

POLICY AND ADMINISTRATIVE PROCEDURES

Indiana Department of Correction

Manual of Policies and Procedures

Number 04-03-109	Effective Date 1/1/2013	Page 2	Total Pages 8
Title GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF			

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. Custody Staff may wear goatees, or mustaches. Goatees and Mustaches must be clean and neatly groomed and must have no lines, including the eyebrows. Length of mustache is to be conservative in nature, unless it is groomed into the

POLICY AND ADMINISTRATIVE PROCEDURES

Indiana Department of Correction

Manual of Policies and Procedures

Number 04-03-109	Effective Date 1/1/2013	Page 3	Total Pages 8
Title GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF			

staff's goatee. Goatees may be worn; however, they must be closely cropped (no more than ½" in length) and shall not interfere with the wearing of any equipment, including approved self-contained breathing equipment.

- 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 ¼" beyond the tip of the finger. 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 collar. 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.
 - 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.

POLICY AND ADMINISTRATIVE PROCEDURES

Indiana Department of Correction

Manual of Policies and Procedures

Number 04-03-109	Effective Date 1/1/2013	Page 4	Total Pages 8
Title GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF			

- 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 ¼” beyond the tip of the finger. Fingernails shall not be shaped in a manner that may present a danger to the staff person or others or that will interfere with the staff person’s assigned duties. Nail polish, if worn, shall be a neutral color that does not contrast with the uniform 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. Staff may wear beards, goatees, or mustaches. Beards, goatees and mustaches must be clean and neatly groomed and must have no lines, including the eyebrows. Length of mustache is to be conservative in nature, unless it is groomed into the staff’s beard/goatee.
- e. Fingernails shall be neat and trimmed and preferably shall not extend more than a ¼” beyond the end of the finger. Fingernail length shall not present a danger to the staff

POLICY AND ADMINISTRATIVE PROCEDURES

Indiana Department of Correction

Manual of Policies and Procedures

Number 04-03-109	Effective Date 1/1/2013	Page 5	Total Pages 8
Title GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION 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 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 not be of a length that interferes with the performance of the staff person's duties. Fingernail polish may be worn; but, colors shall be of a shade that does not detract from or interfere with the work environment. Acrylic nails may be worn; but, they shall not be of a length that interferes with the performance of the staff person's duties.

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.

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 \$ 200.00. For this reason, staff is encouraged not to wear jewelry of a higher value.

A. UNIFORMED STAFF:

POLICY AND ADMINISTRATIVE PROCEDURES

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
04-03-109	1/1/2013	6	8
Title GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION 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 may be worn.
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.
9. Staff requiring the need of 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

POLICY AND ADMINISTRATIVE PROCEDURES

Indiana Department of Correction

Manual of Policies and Procedures

Number 04-03-109	Effective Date 1/1/2013	Page 7	Total Pages 8
Title GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF			

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, dangle excessively or pose a hazard to others.
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. Staff may wear one (1) wristwatch.
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. Sunglasses shall be of the non-mirrored type and shall be conservative in nature.

VI. APPLICABILITY:

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

signature on file
Bruce Lemmon
Commissioner

POLICY AND ADMINISTRATIVE PROCEDURES

Indiana Department of Correction

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
04-03-109	1/1/2013	8	8
Title GROOMING STANDARDS FOR DEPARTMENT OF CORRECTION STAFF			

Date