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POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures				

Title DRESS STANDARDS FOR NON-UNIFORMED STAFF

Legal References (includes but is not limited to) IC 4-24-1-1 IC 11-8-2-5 (a)(8)	Related Policies/Procedures (includes but is not limited to) 02-03-104 04-03-103 04-03-109	Replaces: 04-03-110 (Eff. 6-15-2010 / ED # 10-36)
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I. PURPOSE:

The purpose of this policy and administrative procedure is to present dress standards for non-uniformed staff in the Department of Correction.

II. POLICY:

The Department of Correction is a professional agency. Staff representing the Department must have a professional appearance which promotes not only the professional image of the Department but the employee's self-esteem and respect in the community. A professional image is enhanced when staff is dressed appropriately for the various assignments. Additionally, staff must be cognizant of the potential dangers inherent in working in a correctional environment and should dress accordingly.

Department staff shall reflect an appearance compatible with the assigned duties in order to create a favorable public image and a positive effect on offenders and parolees. Employees shall dress in clean, neat, and appropriately fitting clothing while representing the Department and shall refrain from wearing any clothing which may detract from the image of a professional Department.

III. DEFINITIONS:

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

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EMPLOYEE: Any and all persons employed by the Department, including contractors and volunteers.

IV. GENERAL CONSIDERATIONS:

All staff shall report to work in clean and neat clothing. Clothing worn by employees shall fit appropriately and shall be worn in an appropriate manner. Clothing shall not be worn-out, torn, frayed or have holes in it. Generally, clothing which is not considered either business/professional or business casual wear shall not be worn without the approval of the Commissioner or Facility Head.

Facility Heads may allow staff to deviate from these dress standards if the duties of the employee require such deviation, such as Recreation workers. Additionally, Facility Heads may authorize staff to deviate from these dress standards on special occasions, such as when the employee is moving offices or when there is a clean-up day in the facility. In such cases where staff is allowed to deviate from these dress standards, the employee shall still be required to report for duty in clean and neat clothing.

Staff may be permitted to deviate from the following dress standards on special occasions authorized by the Governor or the Commissioner, such as when wearing clothing representing a specific sports team to honor or support that team.

Employees who are assigned to duties that require the wearing of a uniform (e.g., Custody staff) shall follow the dress standards as presented in Policy and Administrative Procedure 02-03-104, "Dress Standards for Uniformed Staff." In those cases where an employee who normally wears a Department uniform is authorized not to wear that uniform due to a special assignment, the employee shall adhere to the dress standards presented in this policy and administrative procedure.

V. AUTHORIZED CLOTHING:

A. Clothing shall be worn so that undergarments, with the exception of the collar of a tee-shirt, are not visible.

B. Staff shall wear either business/professional attire or business casual attire unless otherwise authorized by the Commissioner or Facility Head.

1. Business/professional attire shall consist of the following:

Business suits or sports coat with dress slacks, with an appropriate shirt and tie. The suit coat or sport coat may be optional during periods of hot

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weather. Shoes and socks are to coordinate with the attire. Business suits with either a skirt, or slacks, a dress or a skirt, or slacks with a dress blouse with or without a sweater. Shoes are to coordinate with the attire and shall be dress or business casual and be appropriate for a professional office. Shoes shall have a flat heel or no more than a two and one-half inch (2-1/2") non-spike type heel. Shirts, blouses, and sweaters shall have sleeves that cover the shoulder (from the neckline to the top of the arm).

2. Business casual attire shall consist of the following:

Dress slacks, khaki-style slacks, polo-style shirts, or button-down shirts may be worn. Ties are optional. Shirt collars may be worn open; but only the top button may be unbuttoned. Shirts may be tucked or untucked from the waistband of pants. No t-shirts, unless as an under-layer for clothing, or on an approved t-shirt day. Shoes shall be dress or casual, including slip-ons. Socks shall be worn at all times. Dress slacks or skirt, khaki-style slacks or skirt, blouse or sweater, dress, polo-style shirt. Capri pants must extend to the middle of the calf or longer. Shoes shall be dress or casual and be appropriate for a professional office atmosphere. Shoes shall have a flat heel or no more than a two (2) inch non-spike type heel. Shirts, blouses, and sweaters shall have sleeves that cover the shoulder (from the neckline to the top of the arm).

Sleeveless tops may be worn in the employee's office or cubicle but are to be covered with a sweater or jacket when leaving the office or cubicle. Spaghetti-strapped tops, muscle shirts, and t-shirts are considered acceptable for layering under other shirts.

Leggings may be worn as a hosiery item but may not be worn as pants. Any tops that are worn with leggings must fall to mid-thigh level and be appropriate for a business environment in regards to coverage, material thickness, and garment length. Skirts or kilts worn by any non-Custody staff shall be no shorter than two inches (2") above the knee.

VI. INAPPROPRIATE CLOTHING:

- A. Articles of clothing (hats, belt buckles, shirts, etc.) that advertise alcoholic or tobacco products, illegal substances, potentially derogatory religious themes, racial references, security threat group references, or have sexual implications of any type are not permitted. Shirts must be absent of iron-on decals/patches. Sweatshirts/shirts that have the Department or facility logo are permitted, if

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authorized by the Commissioner or the Facility Head. Decorative/holiday sweatshirts/sweaters may be worn during the appropriate holiday season. If it is necessary for staff to attend meetings with the general public or extra-agency personnel, staff shall wear business/professional or business casual attire.

- B. Low cut, revealing and/or see-through clothing shall not be considered appropriate dress. Crop tops (exposing the midriff), tank tops, halter tops, tube tops, spaghetti-strapped tops, muscle shirts, tee shirts and shorts/skorts shall not be permitted. Slits in skirts or dresses shall not be revealing and shall allow the skirt or dress to cover the thigh. Clothing worn so that undergarments may be seen are not appropriate.
- C. Jeans and other denim clothing are not permitted unless previously approved by the Facility Head for special occasions. Skirts/dresses shall allow freedom of movement and shall not be "mini" in length. Jogging suits, wind suits, sweat pants, sweat shirts or other athletic apparel are not permitted. (NOTE: With the approval of the Commissioner or Facility Head, staff may be authorized to wear jeans as a part of a "casual attire" day which may be in conjunction with certain conditions, such as SECC contributions.)
- D. Flip flops (including crocs-style shoes; with the exception of medical personnel), and casual sandals are not considered appropriate footwear for the work place.
- E. Hats and sunglasses shall not be worn inside a building but may be worn during outside activities. Mirrored-style sunglasses shall not be worn. Sunglasses may be worn inside a building if the employee has a medical restriction requiring the wearing of the sunglasses at all times.
- F. Jewelry and other accessories shall be appropriate for the work setting and not create a safety hazard. Jewelry shall be limited to small items worn in moderation.

VII. STAFF IDENTIFICATION:

All Department employees shall be issued a picture identification card prior to commencing work. This identification card shall be the approved identification card for the Department. Employees may be issued temporary identification cards in those cases where it is not possible to immediately provide the new employee with the approved identification card or in those cases where an employee loses or damages their identification card. Temporary identification cards shall be valid for no longer than necessary with a maximum time limit of ten (10) business days.

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Employees working in a facility shall wear the identification card in a conspicuous manner so that other employees may readily see the identification card and check the identity of the wearer. Staff required to wear a Department uniform shall wear the identification card in accordance with Policy and Administrative Procedure 02-03-104.

Staff working in Central Office shall wear the State of Indiana identification card as required by the Department of Administration procedures and shall carry this identification card with them whenever traveling to other facilities. Parole staff shall be required to carry the Department of Correction identification card on their person while on duty. Central Office and Parole staff required to go to a correctional facility shall wear the appropriate identification card in a manner similar to that required of facility staff.

Each facility shall ensure that a process is available that allows staff to obtain an identification card when necessary. The appropriate identification card shall be used for an employee whether the person is an employee of the Department, a contract worker, or a volunteer.

It shall be the responsibility of the employee to advise the facility whenever a new identification card is needed due to a drastic change in appearance or the identification is lost, damaged, or destroyed. Identification cards that are lost, damaged, or destroyed due to the negligence of the employee shall be replaced at the employee's expense. Additionally, if a new identification card is necessary due to a voluntary drastic change in the employee's appearance, the employee shall be charged for the replacement identification card. Staff required to wear a non-Department identification card requiring a replacement will be required to pay the amount charged by the issuing agency. An employee whose identification card is damaged or destroyed in the course of the job assignment, such as subduing an offender, shall not be charged for a replacement identification card. Nor shall staff be charged for the replacement of an identification card which is damaged through normal wear and tear.

An identification card issued shall be valid for as long as the person remains in the same job classification. It shall not be necessary to issue a new identification card if an employee transfers to another facility in the same job classification. If an employee changes job classification for any reason, a new identification card shall be issued to the employee.

VIII. FAILURE TO ABIDE BY DRESS STANDARDS:

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Failure to dress appropriately may result in disciplinary action. The staff member in violation may be asked to return home to dress appropriately and will be charged vacation or personal leave for the time required to execute the change.

This policy and administrative procedure establishes dress code guidelines; but does not attempt to address every potential issue. Supervisors shall be responsible for enforcing the dress code policy. Questions concerning the dress code shall be directed to the facility Human Resources staff.

IX. APPLICABILITY:

This policy and administrative procedure is applicable to all Department employees who are not required to wear an authorized Department uniform and to those employees who normally wear a uniform but are not required to do so due to special assignments or circumstances.

signature on file
Robert E. Carter, Jr.
Commissioner

Date