



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure # 1.216

### Dress and Grooming Standards for Non-Uniformed Employees

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<b>Authority:</b> Wyoming Statute(s): 25-1-104; 25-1-105  ACA Standard(s): None Noted	<b>Effective Date:</b> November 1, 2015 <b>Revision/Review</b> 07/01/15 <b>History:</b> 01/01/15 11/19/13 11/19/12 11/01/11
<b>Cross Reference of Policy:</b>	<b>Supersedes Existing Policy :</b>
<b>Approved:</b>  R.O. Lampert Robert O. Lampert, Director	
10-7-15 Date	

#### REFERENCE

1. ATTACHMENTS
  - A. WDOC Form #155: *General Dress Code Guidelines*
2. OTHER – None Noted



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## I. PURPOSE

- A. **Standards for Employee Dress and Grooming.** The purpose of this policy and procedure is to provide the non-uniform employees of the Wyoming Department of Corrections (WDOC) with dress and grooming standards for a professional and identifiable appearance that will promote a positive working environment, limit distractions caused by outrageous, provocative, or inappropriate dress, grooming, or personal hygiene, and assist in ensuring staff safety while working.

## II. POLICY

- A. **Statement of Purpose.** Employees at all levels and job positions within the WDOC are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect both the public's impression of the organization and internal morale. Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or meeting certain safety-related grooming standards, depending upon the nature of their job.
- B. **General Policy.** It is the policy of the WDOC that all employees will present a professional, businesslike image while on the job.
1. It is the policy of the WDOC that each employee's dress, grooming, and personal hygiene be appropriate to the work situation and creates a favorable role model and public image. As such all staff will be expected to review and acknowledge receipt of Form WDOC-155, *General Dress Code Guidelines*.
  2. It is the policy of the WDOC that acceptable appearance, including proper dress and grooming requirements as contained in this policy, are conditions for continued employment.
  3. It is the policy of the WDOC to provide disposable exam gloves for use by staff and to permit employees to self-purchase and wear Kevlar or other slash-resistant gloves authorized within this policy for the purpose of conducting searches.

## III. DEFINITIONS



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- A. Civilian Attired Institutional Staff:** Also referred to as non-uniformed institutional staff. Staff assigned to work at any Wyoming Department of Corrections institution, who are not issued a uniform by the Wyoming Department of Corrections and are required to provide their own clothing for on-the-job wearing apparel, or contract employees who are required to wear clothing items provided by the contract provider. This also includes correctional officer series employees assigned to specialty security positions where the wearing of civilian attire is authorized.
- B. Civilian Attired Non-Institutional and Field Services Employees:** An employee group consisting of all Wyoming Department of Corrections employees and contract employees assigned to work for the Field Services division of Wyoming Department of Corrections and/or those assigned to other offices and locations outside the property boundaries of any Wyoming Department of Corrections institution.
- C. Employee:** *(For this policy only.)* Any person employed full-time, part-time, or under temporary appointment by the Wyoming Department of Corrections, including AWEC positions.
- D. Staff:** *(For this policy only.)* Wyoming Department of Corrections employees (temporary and permanent), contractors, volunteers, on-site vendors, and persons from other agencies, organizations and businesses whose work is performed primarily on or within Wyoming Department of Corrections correctional institutions or facilities.
- E. Uniform:** Those items of attire, which are described by this policy and which are required for service wear by the defined employee. This uniform may be provided in all, or part, by the Wyoming Department of Corrections. Those items not provided by the Wyoming Department of Corrections shall be the responsibility of the respective employee.

**IV. PROCEDURE**

- A. General Standards.** There will be general dress and grooming standards for all employees and staff. General guidelines for civilian attired institutional staff and civilian attired non-institutional staff and Field Services employees shall be as set forth in WDOC Form #155, *Dress Code Guidelines for Non-Uniformed Staff*.

  - 1. Adherence to Policy.** It is the individual employee/staff's responsibility to adhere to this policy.



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- i. If unsure about the correct dress and grooming standards for his/her job, the individual is expected to consult with his/her supervisor.
- ii. Any person who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises to return home to change clothes and become in compliance with this policy, with such time away from work being considered as leave without pay.

**2. Appearance of Work Attire**

- i. Work attire shall be neat, clean, and a compliment to the employee/staff and the office.
- ii. All employees/staff shall keep their clothing clean and well maintained at all times.

**3. Socks/Stockings/Undergarments.** Employees/staff must wear undergarments while on duty or on a duty status. Socks/stockings should normally be worn unless wearing dress sandals or similar shoes.

**4. Attire for Official Duties Away From Office.** Employees/staff reporting to work away from the department's work location for official duties and/or in an official capacity and on pay status (*i.e.*, for court, disciplinary hearings, staff meetings, *etc.*) will be expected to dress as if reporting for regular duty.

- i. Employees/staff assigned to temporary pre-service, in-service, or specialty training may be permitted to wear class appropriate business casual or other attire, when indicated by the rules of that training.
- ii. During travel to conferences, training, *etc.*, employees/staff may be more casually dressed.
- iii. After normal duty hours, employees/staff who return to the work site should remember that they represent the department in view of the inmate and the public and shall be expected to dress as they would for normal duty hours or wear clothing that is otherwise in compliance with this policy.



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5. **Cologne and Perfume.** Colognes and perfumes, if worn, shall be used in moderation.
6. **Body Odor/Poor Personal Hygiene.** Offensive body odor and poor personal hygiene is not professionally acceptable.
7. **Tattoos.** Tattoos advocating or depicting any form of negative religious, racial, ethnic or gender bias; tattoos depicting illicit drugs or drug paraphernalia; tattoos that are perceived by staff or inmates as being affiliated with any security threat group or street gang; and tattoos containing nudity or vulgar wording must be concealed.
8. **Body Piercings.** Visible body piercing jewelry shall be limited to earrings.
  - i. For safety reasons, non-uniformed employees/staff assigned to work inside the fenced perimeter of any correctional institution and field services agents who work directly with offenders in the community shall be limited to small stud earrings only, or a small clip-on earring that does not dangle below the ear worn on each earlobe. (Female employees with additional ear piercings may wear a small stud earring in each, recognizing that a professional appearance must be maintained.)
  - ii. Care should be taken by other employees and staff who work at an institution, but outside the fenced perimeter and by those who work indirectly with offenders in the community, in wearing long dangling earrings and long chains or necklaces that could sustain damage or cause injury should they be caught in something or grabbed.
  - iii. Facial jewelry, such as rings, posts, studs or other foreign material worn in the eyebrow, nose, lip, tongue, and/or other exposed body part, is not professionally appropriate and must not be worn while on duty.
  - iv. Torso body piercings, with visible jewelry or jewelry that can be seen through or under clothing, may not be worn while on duty.
9. **Fingernails.** Female employees/staff may wear nail polish that does not detract from a professional appearance.



10. **Make Up.** Make up, when worn by employees/staff, shall be worn in a manner that does not provoke undue personal attention to the person.
11. **Neck Ties.** Except when required for wear by this policy, care should be taken by employees and staff who work at or enter a correctional institution, and by those who work directly or indirectly with offenders in the community, in wearing neck ties other than clip-on style ties. While the wearing of neck ties is not prohibited in those environments, employees/staff are urged to keep in mind that neck ties can offer an advantage to an assailant.
12. **Sunglasses.** Sunglasses with mirrored and/or reflective lenses are not authorized for on-duty wear by any employee/staff regardless of assignment, including while engaged in the transport of inmates or offenders.
  - i. Sunglasses shall not be worn indoors by employees or staff, unless medically prescribed by a licensed physician for full-time wear by the individual employee due to light sensitivity or other documented medical reason.
  - ii. Prescription eye wear with photo-sensitive lenses, which darken and lighten according to ambient light levels, are authorized for indoor and outdoor wear.
13. **Shoes.**
  - i. Employees/staff who engage in physical fitness activities during a scheduled break may wear athletic shoes during exercise, when leaving to and returning from an exercise period, and for occasion appropriate casual dress days as authorized within this policy.
  - ii. Athletic shoes that are solid black or white in color with no contrasting stitching or logos and of solid construction may also be worn with business casual dress or with the specialty staff uniform.
  - iii. Sandals, when permitted, shall be solidly constructed and have a back strap to secure them to the wearer's foot. Flip flops or strapless sandals will not be authorized.
  - iv. The wearing of open-toed shoes may be restricted by facility operational policy.



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14. **Accommodation for Disabled.** Where necessary, reasonable accommodation may be made for a person with a disability.
  
- B. **Hair Style Standards.** There will be hair style standards for employees and contracted inmate services providers. This does not include contractors who are not providing direct services to inmates, volunteers, on-site vendors, and persons from other agencies, organizations and businesses.
  1. While on duty, all personnel shall wear hair styles that do not provoke undue personal attention.
  2. Hair styles are expected to be in good taste. Bizarre or extreme hair styles are prohibited for on-duty wear by any WDOC employee or contract service provider who comes into contact with the public and/or inmates and offenders.
  3. Hair should be clean, combed or brushed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
  4. Hair color shall be restricted to natural and traditional colors and shades, appropriate to the position and accepted social standards.
    - i. Unnatural hair colors, such as blue, pink, purple, *etc.*, will not be permitted.
    - ii. Nothing in this policy will restrict an employee/staff's ability to tastefully change their natural hair color, cover discoloration, or streak their hair in accordance with socially acceptable standards.
  5. All institutional employees working in direct daily contact with inmates will either wear their hair to extend no further than the bottom of the collar or will pin their hair not to extend below the top of the collar while on duty.
    - i. Ponytail or braided hair styles are permitted for institutional staff who are working in direct daily contact with inmates only if the hair does not touch below the top of the collar.
    - ii. The wearing of hair accessories such as clips, bows, combs, barrettes, ribbons and head bands shall be kept to a minimum and/or shall be of a color and design so as to compliment rather than detract from the person's appearance.



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6. Employees/staff are urged to keep in mind that hair length can offer an advantage to an assailant and may present a problem in the proper fitting and in the wearing of necessary security/emergency equipment.
  - i. All employees/staff, regardless of assignment, must be cognizant that hair length can cause a hazard if caught in equipment or may become a sanitation issue.
  - ii. In locations where hair length becomes a safety or sanitation concern, employees/staff will be instructed to comply with perceived needs, including the wearing of a hat, hair net, *etc.*
  - iii. All employees/staff involved in food preparation and/or serving shall be required to wear a hat, hair net, facial hair net, *etc.*, while working with or near food items.
7. A wig that conforms to grooming standards may be worn as a means of compliance or to counter baldness.
  - i. When a wig is to be worn inside the fenced perimeter of a prison, advance supervisory notification is required. In the event the hairpiece is lost or stolen, security will be notified immediately.
- C. **Employee Facial Hair.** Facial hair is generally permitted, unless it becomes a sanitation or safety concern (*e.g.*, a violation of OSHA requirements; see Section D., below.)
  1. Sideburns, mustaches and beards must be kept clean at all times and must be neatly trimmed.
  2. Employees, regardless of assignment, must be cognizant that lengthy facial hair can offer an advantage to an assailant and may present a problem in the proper fitting and in the wearing of necessary security/emergency equipment. Therefore, facial hair shall not be permitted to exceed one inch in length, unless mandated by documented religious or medical reason or unless the employee is assigned to a non-institutional or non-field services job.
  3. Bizarre, extreme and/or unkempt facial hair styles are prohibited.
- D. **OSHA Requirements.** All staff that may be required to don respiratory devices with tight-fitting face pieces shall be required to comply with OSHA requirements.



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1. OSHA General Industry Standard 190.134(q)(1) indicates that air-purifying or atmosphere-providing respirators with tight-fitting face pieces cannot to be worn by employees who have facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function.
    - i. Therefore, all staff who may be required to don respiratory devices with tight-fitting face pieces, such as institutional painters wearing breathing apparatus or those conducting “confined space entry”, shall be clean shaven while on duty, except that conservative moustaches, located only on the top lip, which do not extend below the upper lip or beyond the corners of the mouth, may be worn.
  2. In the event an employee is unable to comply due to documented medical or religious reasons, a written request for temporary waiver (together with supporting documentation) may be submitted to the Warden, understanding that such a waiver may not be granted where wearing of a respirator is a bona fide occupational requirement of the position for which the person was hired or assigned. (*E.g.*, employment as an institutional painter or assignment where wearing of an SCBA or gas mask is required.)
- E. General Dress Code Requirements for Civilian Attired Staff.** Without unduly restricting individual tastes, the following personal appearance guidelines, as well as those outlined in Form WDOC-155 *General Dress Code Guidelines*, shall be adhered to for all civilian attired staff, regardless of assignment:
1. Employee/staff identification badges shall be worn prominently on the right outer side of the outermost garment at all times, at waist-level on a retractable lanyard, or around the neck on a break-away lanyard, and visible at all times.
    - i. Field Services employees conducting community offender contact(s) should adhere to safety standards regarding wearing identification badges per WDOC Field Services safety training, recognizing that there are times when it is not in their best interest to display their identification badges when approaching field contacts.
  2. Clothing items shall be clean, well-fitted, in good condition, and devoid of stains or patched areas.



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3. Footwear should be considered as appropriate for wear with suitable professional/business attire and, except for sandals when authorized for wear under this policy, should be worn with socks or stockings.
4. Shoes must provide safe, secure footing, and offer protection against any hazards present in the work site.
5. Overalls and coveralls are only appropriate wear when the employee is working in the capacity of maintenance or in a job specifically requiring protective clothing.
6. Employees/staff are expected to wear clothing appropriate to the assignment and circumstance.
7. **Traditional Business Dress Standard.** Traditional business dress is the standard dress for court appearances, inter-agency meetings, cabinet meetings, receptions, tours, public meetings, legislative committee meetings, and employee recognition ceremonies throughout the year where the employee is representing the agency.
  - i. **Traditional Business Dress for Male Employees.** The traditional business dress standard for male employees shall be slacks, dress shirt, and tie, with a sport jacket or suit coat also preferred.
    - a. Turtlenecks or mock turtlenecks under a sport jacket or suit coat with dress slacks may be worn in lieu of a dress suit and tie, except when appearing at Legislative Committee meetings.
  - ii. **Traditional Business Dress for Female Employees.** The traditional business dress standard for female employees shall be dresses, skirts and blouses, dress slacks and blouses, or pants suits that are conservative in design and not revealing. Pullover or cardigan style sweaters and vests are an acceptable alternative to the sport jacket or suit coat.
8. **Business Casual Standard.** The dress standard for employees for intra-agency meetings and training and for normal daily wear for employees/staff while on duty throughout the year shall be business casual, unless the business dress standard described above applies due to circumstance. Business casual removes the traditional business dress



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requirements for such things as dress shirt, tie and sports jacket or suit coat.

- 9. No Suggestive or Athletic Attire.** Employees/staff may not wear suggestive attire (such as form-fitting yoga pants, stirrup pants, or leggings worn as outer wear, mini-skirts, low-cut tops, or spaghetti strap or sleeveless tops without a jacket or sweater covering them), athletic clothing (including jerseys or jackets with more than a simple printed or stitched design or logo whose primary purpose is to advertise a particular product or promote a particular team), shorts, flip flops, non-dress short-sleeved T-shirts, novelty buttons (other than a single pin or button depicting an employee's union insignia, or employee of the quarter/year recognition pin or similar awards), baseball hats, and similar items of casual attire as they do not present a professional, business like appearance. Recreational staff may wear appropriate athletic and workout garments when actively supervising indoor or outside recreational activities.
- 10. Blue Jeans.** Blue jeans are generally not appropriate for work time wear.

  - a.** Blue jeans may be authorized for wear on Fridays at institutions where inmates are not authorized to wear blue jeans, or if the work area is not otherwise accessible to inmates who are authorized to wear blue jeans and that work area recognizes a casual Friday policy (*e.g.*, Central Office or field services offices.)
  - b.** Colored jeans, other than blue jeans, may also be authorized for wear on Fridays, in lieu of blue jeans, if the work area is accessible to inmates who are authorized to wear blue jeans and that work area recognizes a casual Friday policy (*e.g.*, an institution with written authorization from the CEO for the observance of casual Fridays.)
  - c.** Jeans may also be authorized for wear during traditional community celebrations such as Frontier Days or during periods of special assignment.
  - d.** Jeans that are torn, excessively frayed, or worn through shall not be authorized.









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- G. Ensuring Compliance with Policy.** Supervisors and department heads shall be responsible for ensuring compliance with this policy, with review authority at the CEO level.
1. If a supervisor feels that an employee/staff's personal appearance fails to comply with this policy and is inappropriate, the supervisor should discuss the problem with the employee in private to prevent unnecessary embarrassment and point out specific problems. Then the employee/staff shall be instructed to leave the workplace until he/she is appropriately dressed or groomed.
    - i. Under such circumstances, the employee/staff shall not be compensated for time away from work. Time off to correct the dress or grooming will be recorded by the supervisor and shall be assessed as time without pay.
    - ii. A full report of such incident shall be forwarded to the appropriate CEO.
    - iii. Repeated violations shall be dealt with in accordance with the Wyoming Personnel Rules and progressive discipline or WDOC Policy & Procedure #1.601, *Correctional Facility Volunteers and Student Interns*.
  2. Supervisors may make appropriate temporary exceptions to the dress standards on days when employees/staff are required to perform tasks such as participating in physical training, moving boxes or files, or participating in institutional or home searches, all of which may lend them to the wearing of more casual clothing.
  3. With the prior approval of the CEO, supervisors may make appropriate temporary one-day-only exceptions to dress standards for the purposes of building employee morale or bolstering team productivity (e.g., authorizing the wearing of professional sports team jerseys or colors during the playoffs, authorizing an ugly tie, crazy hat or "retro dress" day, etc.)
  4. Any dispute as to proper attire will be directed to the Warden or other appropriate CEO for resolution through the appropriate chain of command.



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**V. TRAINING POINTS**

- A.** TRUE OR FALSE? Employees at all levels and job positions within the Wyoming Department of Corrections are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect both the public's impression of the organization and internal morale.
- B.** TRUE OR FALSE? It is the policy of the Wyoming Department of Corrections that each employee's dress, grooming, and personal hygiene be appropriate to the work situation and creates a favorable role model and public image.
- C.** TRUE OR FALSE? It is the policy of the Wyoming Department of Corrections that acceptable appearance, including proper dress and grooming requirements as contained in this policy, are conditions for continued employment.
- D.** TRUE OR FALSE? Supervisors may never make appropriate temporary exceptions to the dress standards, even on days when employees/staff are required to perform tasks such as participating in physical training, moving boxes or files, or participating in institutional or home searches.
- E.** TRUE OR FALSE? While on duty, all personnel may wear the hair style of their choice including those that provoke undue personal attention.
- F.** TRUE OR FALSE? All staff who may be required to don respiratory devices with tight-fitting face pieces shall be clean shaven while on duty, except that conservative moustaches, located only on the top lip, which do not extend below the upper lip or beyond the corners of the mouth, may be worn.
- G.** TRUE OR FALSE? Employee/staff identification badges shall be worn and visible at all times.
- H.** TRUE OR FALSE? The dress standard for employees for intra-agency meetings and training and for normal daily wear for employees/staff while on duty throughout the year shall be business casual, unless the business dress standard applies due to circumstance.
- I.** TRUE OR FALSE? Approved business casual dress includes such things as suggestive attire, beachwear, mini skirts, athletic clothing, shorts, flip flops, tops with low cut or midriff fronts or backs, non-dress short-sleeved T-shirts without collars and/or a pocket, novelty buttons, baseball hats, and similar items of casual attire.