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		EMPLOYEE DRESS and GROOMING STANDARDS	

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SUMMARY of REVISION/REVIEW

Revised: Updated Hair Standards. Incorporated Policy directive #015-026

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

This Administrative Regulation (AR) provides the Nebraska Department of Correctional Services (NDCS) employees with policy and procedures regarding dress and grooming standards.

GENERAL

The appropriate dress code serves the best interests of our correctional environment and incorporates the following principles:

- Role modeling
- Para-military standards
- Professionalism
- Promoting positive public image
- Credibility
- Promoting Public Safety
- Promoting Esprit de Corp

PROCEDURE

I. DEFINITIONS

A. Uniformed Custody Staff

A staff group consisting of custody officers, training specialists, training instructors, canine handlers and custody supervisors that are provided with a standard issue of clothing.

B. Uniformed Non-Custody Staff

A staff group consisting of service workers, generally unit caseworkers, maintenance, Cornhusker State Industries (CSI), food service or other designated staff that are provided with a standard issue of clothing.

C. Non-Uniformed Staff

A staff group consisting of all employees that provide their own clothing.

II. GENERAL PROFESSIONAL GROOMING STANDARDS FOR ALL EMPLOYEES

- A. Employees are expected to use good judgment in presenting a professional or business-like appearance. Given the nature of the correctional work environment and our interest in promoting professionalism, role-modeling, credibility, and a positive public image, NDCS restricts or prohibits clothing, jewelry, hairstyles, tattoos, body piercing and cosmetics that could be considered a disruption, could be construed as offensive, create safety concerns, or interferes with NDCS' ability to achieve its goals. Employees cannot wear facial jewelry including lip, nose, eyebrow or tongue piercing(s) while on or in a duty status. Warden/Program Administrators have the duty and authority to implement and enforce the standards articulated within this Administrative Regulation. There may be occasions when discretion is exercised to accommodate short-term employee needs, reasonable accommodations of disabilities or accommodate an employee's sincerely held religious beliefs.

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B. Additionally, the following principles also apply:

1. All employees will keep their clothing clean, pressed and well maintained at all times. (Cleaning allowances are covered by union contract.) Supervisory custody personnel and Color Guard will be allowed the same allowance as union contract employees.
2. Employees who are issued polo shirts must wear the shirts tucked in.
3. Employees will wear socks/stockings and undergarments while on duty or in a duty status. Female non-uniformed staff members are not required to wear socks/stockings.
4. Staff reporting to NDCS work locations for official duties and on pay status, e.g., for court, disciplinary hearings, staff meetings, etc., will be expected to dress as if reporting for regular duty.
5. After normal duty hours, employees who return to the work site should remember they represent NDCS and should dress according to the situation, which may include appropriate business casual attire.
6. Hair Standards
 - a) Hair for all staff will be clean, neatly trimmed and present a professional image. Facial hair for staff is permitted; however, it will be neatly trimmed and kept clean at all times and present a professional appearance.
 - b) Uniformed Custody Staff

Hair for uniformed custody staff will be neatly trimmed and will not touch the shirt collar while standing or extend below the top of the ear. Hair that extends past the bottom edge of the shirt collar will not be worn loose and must be secured above the bottom edge of the collar.
 - c) Uniformed Non-Custody

Hair for uniformed non-custody will be neatly trimmed and will not touch the shirt collar while standing or extend below the top of the ear. Hair that extends past the shirt collar will not be worn loose and must be secured above the bottom edge of the collar.
 - d) Non-Uniformed Staff

Non-Uniformed male and female custody staff in Community Corrections Centers will adhere to the uniformed non-custody staff hair grooming standards.
 - e) Facial hair for male staff is permitted; however, it will be neatly trimmed and kept clean at all times, and present a professional appearance.

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7. Given the various work environments, supervisors have the discretion to ensure fingernail length is appropriate to the work being performed. For example, employees required to take Level III PPCT must keep fingernails cropped to end of fingers.

III. DRESS STANDARDS

A. UNIFORMED CUSTODY STAFF PROCEDURES

NDCS' uniformed custody staff are furnished the uniform for the purpose of rapid identification, as well as a signature of their authority role within the institution in accordance with the para-military uniform standard. Uniformed custody staff must be readily identifiable by the public, both in and outside the institution.

1. Issue Amounts, Issue, Exchange & Return

Uniforms are issued to custody staff in amounts listed in AR 112.38, Employee Uniform Issue, Exchange and Recovery.

2. Reimbursement

Reimbursement for custody employee expenses concerning alteration repair and cleaning of state issued uniforms is covered by union contract. Employees will submit receipts for alteration, repair or cleaning expenses, along with an Expense Reimbursement Request Document to the proper institutional office for reimbursement. For additional information, please refer to AR 113.14, *Employee Reimbursement*.

3. Wearing the Uniform

- a) Appropriate uniform items are to be worn at all times,
- b) The name tag (right side) will be worn prominently on the outermost garment at all times. The name tag will be worn even across with the bottom button of the polo shirt when worn on the shirt. "The badge will be worn on the duty belt on the left side of the buckle."

While in transit to or from duty, employees will not wear the uniform or parts of the uniform into anyplace which could bring discredit to the Department or the uniform. State furnished uniforms or parts of the uniform are not to be worn for personal activities.

- c) No civilian attire will be worn with the uniform, unless specifically authorized by the Warden/Program Administrator. (See the Union contract for exceptions to standard issue uniform items.) The Uniform will be worn as a complete uniform – no part can be worn individually.
- d) Only the collar button may be unbuttoned

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4. Non-Issued Articles for the Uniform

- a) Shoes or boots worn with the uniform will be black, plain toed (design free) and can be polished and/or shined. Shoes should be comfortable, sturdy and all weather if possible. Athletic shoes are not allowed, i.e. running shoes, suede shoes, basketball shoes, etc.
- b) Socks must be black unless completely covered by a boot.
- c) Employees are required to wear either plain white or black crew neck T-shirts year round.
- d) Acceptable jewelry while in uniform includes: wristwatch, ring, medical alert necklaces and medical bracelets. Earrings, exposed necklaces, large rings, bracelets and other items of jewelry will not be worn. Smart and other similar technology types of watches will not be worn.

B. **UNIFORMED NON-CUSTODY STAFF**

Uniforms shall be worn within the following guidelines.

1. Issue Amounts, Issue, Exchange & Return

Uniforms are issued to non-custody staff in amounts listed in AR 112.38, *Employee Uniform Issue, Exchange and Recovery*.

2. Reimbursement

Reimbursement for maintenance employee expenses concerning alteration repair and cleaning of State issued uniforms is covered by union contract. Employees will submit receipts for alteration, repair or cleaning expenses, along with an Expense Reimbursement Request to the appropriate business office for approval.

3. Wearing the Uniform

- a) No civilian attire will be worn with the uniform, unless specifically authorized by the Warden/Program Administrator.
- b) While in transit to or from duty, employees will not wear the uniform or parts of the uniform into anyplace which could bring discredit to the department or the uniform. State furnished uniforms or parts of the uniform are not to be worn for personal activities.

4. Non-Issue Articles for the Uniformed Non-Custody Staff

- a) Shoes worn by the uniformed non-custody staff must be appropriate for the type of work performed. Generally, acceptable shoes are sturdy, steel-toed, black or brown, all weather, and are closed-toed. Steel-toed shoes, brown or black, are normally for maintenance/warehouse staff. Footwear shall be professional and

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appropriate and include open-heel shoes, open-toe shoes. With the exception of Recreational staff, athletic footwear are not allowed, i.e., running shoes, suede shoes, basketball shoes.

- b) Employees issued polo shirts are required to wear either plain white or black crew neck T-shirts year round.
- c) Acceptable jewelry while in uniform includes: wristwatch, ring, medical alert necklaces and medical bracelets. Exposed necklaces, large rings, bracelets and other items of jewelry will not be worn. Male and female employees may wear stud or post earrings at work; however, no hoops or dangling earrings are permitted.

C. NON-UNIFORMED STAFF

- 1. Male non-uniformed employees may wear business casual attire. Business casual attire is defined as slacks and polo shirt, dress denim shirt or other professional appearing shirt (i.e. no tie is required).

Footwear shall be professional and appropriate for wear with suitable business attire, which includes open-toed shoes, and/or open-heeled shoes, or shoes with open-toes and open-heels. The following footwear is not allowed: athletic shoes or slippers, unless authorized by the employee's immediate supervisor based on job assignment, working conditions or certified medical reasons. Men shall wear socks.

Denim and denim-like pants/trousers, as well as jeans or jeans appearing style pants/trousers are not considered appropriate business attire, and as such are not permitted, regardless of color. Blue jeans, overalls, or coveralls, are only appropriate attire when the employee is moving furniture, painting, job assignment/working conditions, etc. as authorized by the supervisor or if approved to wear on designated Casual Days.

- 2. Female employees will wear clothing which is appropriate for their work location. Business style Capri as well as Crop pants below the knees are acceptable business attire. Normal attire will be dresses, pant suits, slacks, blouses, etc.

Footwear shall be professional and appropriate for wear with suitable business attire, which includes open-toed shoes, and/or open-heeled shoes, or shoes with open-toes and open-heels. Footwear that are not appropriate include athletic shoes or slippers, unless authorized by the employee's immediate supervisor based on job assignment, working conditions or certified medical reasons.

Only denim material skirts and dresses, as well as dress denim blouses are permitted to be worn by non-uniformed female employees. Otherwise, denim and denim-like pants/slacks/capris/crop pants, as well as jeans or jeans appearing style pants/slacks are not considered appropriate business attire, and as such are not permitted, regardless of color. Blue jeans, overalls, or coveralls, are only appropriate attire when the employee is moving furniture,

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painting, as job assignment/working conditions warrant, etc., as authorized by the supervisor or if approved to wear on designated Casual Days.

Female employees will not wear mini-skirts, clothing showing cleavage, see-through clothing or clothing made of skintight materials. No sleeveless dress, blouse, or shirt is permitted outside the office area unless wearing a jacket or sweater over the sleeveless clothing item. Skirt length and slits in skirts should not be more than approximately three inches from the top of the knee, and shall not create a disruption, or be construed as offensive, or create safety concerns, or interfere with the Department's ability to achieve its goals.

3. Recreational staff may wear appropriate athletic and workout garments only when actively supervising inside/outside recreational activities.
4. Non-uniformed staff meeting with the public should dress appropriate for the occasion.

IV. POLITICAL PINS, CLOTHING ITEMS

Employees are not permitted to wear political pins, T-shirts, or other clothing items at work advocating for or against a political position or political candidate. Those staff who have been designated as an FTO may wear the FTO insignia. Uniformed staff are to wear the FTO insignia on the left collar in place of the rank insignia.

V. CASUAL DAYS

Casual Days are at the discretion of either the Agency Director, or Warden/Program Administrator for special, unique events, e.g., standard national fund raising events, certain employee association sponsored events. For designated Casual Days, except for all uniformed staff, employees are permitted to wear blue jeans as well as casual style Capri and Crop Pants. Blue jeans worn will be in good repair. No wearing of sweatshirts as well as shirts inside out. Athletic shoes are permitted, but must be in good repair.

On Casual Days, uniformed custody staff as well as uniformed non-custody staff must wear their issued uniform so that staff are readily identifiable by the offenders, co-workers and the public, unless specifically authorized by the Warden. For example, Unit Caseworkers or Custody are not permitted to wear jeans on authorized casual days unless specifically authorized by the Warden.

REFERENCES

- I. Administrative Regulations
 - A. A.R. 112.38, *Employee Uniform Issue, Exchange and Recovery*
 - B. A.R. 113.14, *Employee Reimbursement*
- II. ATTACHMENTS – None
- III. ACA STANDARDS – None noted.