### POLICY

**TEAM MEMBER DRESS & GROOMING STANDARDS**

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**STATEMENT OF AVAILABILITY**

*Official Distribution Only*

**SUMMARY of REVISION/REVIEW**

Reformatted to match Policy 001.01. Changed from Employees/Staff to Team Members throughout.

**EFFECTIVE:** August 1, 1980
**REVISED:** March 26, 2010
**REVISED:** March 15, 2011
**REVISED:** March 27, 2011
**REVISED:** March 15, 2012
**REVISED:** March 29, 2013
**REVISED:** May 3, 2014
**REVISED:** March 31, 2015
**REVISED:** May 31, 2016
**REVISED:** March 31, 2017
**REVIEWED:** December 31, 2018
**REVISED:** December 31, 2019

**APPROVED:**

Scott R. Frakes, Director  
Nebraska Department of Correctional Services
Purpose

This Policy provides the Nebraska Department of Correctional Services (NDCS) team members 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:

A. Role modeling
B. Professionalism
C. Promoting positive public image
D. Credibility
E. Promoting Public Safety
F. Promoting One Team One Vision

Definitions

I. UNIFORMED TEAM MEMBER - A group consisting of custody officers, training specialists, training coordinators, canine handlers, custody supervisors, service workers, unit caseworkers, maintenance, Cornhusker State Industries (CSI), food service or other designated team members that are provided with a standard issue of clothing.

II. NON-UNIFORMED TEAM MEMBER - A group consisting of all team members that provide their own clothing.

Procedure

I. GENERAL PROFESSIONAL GROOMING STANDARDS FOR ALL TEAM MEMBERS

A. Team Members 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.

B. Uniformed Team member 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 Policy. There may be occasions when discretion is exercised to accommodate short-term team member needs, reasonable accommodations of disabilities or accommodate a team member’s sincerely held religious beliefs.

C. Non-Uniformed Team member are allowed to wear minimal facial jewelry. Warden/Program Administrators have the authority to request removal of piercing(s).
D. Additionally, the following principles also apply:

1. All team members will keep their clothing clean, pressed and well maintained at all times. Cleaning allowances are covered by union contract. Supervisory custody personnel and Honor Guard will be allowed the same allowance as union contract team members.

2. Team members who are issued polo shirts must wear the shirts tucked in.

3. Team members will wear undergarments while on duty or in a duty status.

4. Team members reporting to NDCS work locations for official duties and on pay status, e.g., for court, disciplinary hearings, team meetings, etc., will be expected to dress as if reporting for regular duty.

5. After normal duty hours, team members who return to the work site should dress according to the situation, which may include appropriate business casual attire.

6. Hair Standards for Uniformed team member. For safety reasons, 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.

7. Given the various work environments, supervisors have the discretion to ensure fingernail length is appropriate to the work being performed. For example, team members required to take subject control tactics must keep fingernails cropped to end of fingers.

II. DRESS STANDARDS UNIFORMED TEAM MEMBER

NDCS’ uniformed team members are furnished the uniform for the purpose of rapid identification.

A. Wearing the Uniform

1. Appropriate uniform items are to be worn at all times.

2. If issued a name tag it will be worn prominently on the right side of the outermost garment at all times. When worn on the uniform shirt, it will be worn evenly with the bottom button. A pin representing the United States Flag may be worn above the name tag (or in that general area if no name tag is issued). If issued a badge, it will be worn on the duty belt on the left side of the buckle. Team members are required to wear their NDCS ID on the upper part of their body so it is visible.

3. 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.

4. Only the collar button may be unbuttoned.

5. State furnished uniforms or parts of the uniform are not to be worn for personal activities. While in transit to or from duty, team members will not wear the uniform
or parts of the uniform into any place which could bring discredit to NDCS of the uniform. For personal safety reasons, team members should be thoughtful of places they stop in transit to and from work while in uniform.

B. Non-Issued Articles for the Uniform

1. Shoes worn must be professional and appropriate for the type of work performed. Shoes or boots worn with the custody uniform will be black, plain toed design free, steel toed and can be polished and/or shined. 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 team member. Footwear shall be professional and appropriate. With the exception of recreational team member, athletic footwear is not allowed, i.e. running shoes, suede shoes, basketball shoes.

2. Socks must be black unless completely covered by a boot.

3. Team members are required to wear either plain white or black crew neck T-shirts year round.

4. Acceptable jewelry while in the uniform includes wristwatch/fitness trackers, stud/post earrings, ring, medical alert necklaces, medical bracelets, CPOF pins and One Team One Vision silicone wrist bands. Large, open ear gauges, earrings, exposed necklaces, large rings, bracelets and other items of jewelry will not be worn. Watches or wrist band devices with a capability of computer interface, camera or telephone capabilities will not be worn inside secure facilities.

III. NON-UNIFORMED TEAM MEMBER

A. Non-uniformed team members wear professional or business casual attire. Footwear shall be safe, professional and appropriate for the work performed.

B. Clothing which shows cleavage, is see-through or made of skintight materials is not allowed. Sleeveless tops, unless covered by a jacket, shirt or sweater are not allowed. Skirt length and slits in skirts should not be more than three inches from the top of the knee.

IV. POLITICAL PINS, CLOTHING ITEMS

Team members 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 team member who have been designated as an FTO may wear the FTO insignia. Uniformed team member 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 team member association sponsored events. For designated casual days, except for all uniformed team member, team members are permitted to wear blue jeans as well as casual style capri and crop pants. Blue jeans worn will be in good repair. On casual days, uniformed custody team member as well as uniformed non-custody team member must wear their issued uniform so that team member are readily identifiable 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.

VI. PERSONAL PROPERTY DAMAGED OR DESTROYED

Team members whose personal property is destroyed or damaged while on duty and performing their work responsibilities may file a miscellaneous claim with the State of Nebraska DAS Risk Management Office. The filing of the claim provides the means for reimbursement to be considered. The form is available online at http://das.nebraska.gov/risk/assets/tort-miscellaneous.final2.pdf. Upon receipt of a claim, the DAS Risk Management Office will process it and request a recommendation from the team member’s Agency. Generally, NDCS will recommend payments for jewelry, personal clothing and other personal effects for up to $250.

REFERENCES

I. STATUTORY REFERENCE – None noted

II. NDCS POLICIES

A. Policy 112.38, Team member Uniform Issue, Exchange, and Recovery

B. Policy 113.14, Team member Reimbursement

III. ATTACHMENTS – None noted

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS – None noted