

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	3.10	5
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	**	November 8, 2023
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Authority/References KRS 197.020, 196.035 CPP 3.17	Subject  <b>APPEARANCE AND DRESS FOR NON-UNIFORMED STAFF</b>	

## I. DEFINITIONS

“Employee” for purposes of this policy only, means full-time, part-time, and interim employees of the Department of Corrections to include interns, students, volunteers, vendors, contractors, agency consultants, and contract personnel who have offender contact on a reoccurring basis.

## II. APPLICABILITY

This policy and procedure shall apply to all non-uniformed employees in the Department of Corrections. Uniformed staff are regulated by Corrections Policy and Procedure 3.17.

## III. POLICY and PROCEDURE

### A. Personal Appearance

1. Personal appearance includes personal hygiene and cleanliness. Personal attire shall be appropriate for the work classification or setting and shall meet the expectations of the respective institution or office setting, to include when on duty in a virtual setting. Employees shall be well groomed and neat in appearance while on duty. All clothing shall be cleaned, pressed, and fit properly.
2. Scented products, such as perfume, cologne, or aftershave may be worn if it does not detract from appearance or interfere with duties.
3. An employee shall not display any message through their personal appearance which is inflammatory, Security Threat Group (STG) related, has sexual implications, or is discriminatory towards a protected class while on duty. This includes, but is not limited to, body markings, clothing and facial coverings. Such displays are strictly prohibited.

### B. Head and Facial Hair

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1. Hair may be worn in a contemporary style. The length, bulk or appearance of the hair shall not be excessive, ragged, or unkempt. Hair coloring, if used, shall appear natural.
2. Facial hair shall be neatly trimmed.
3. Employees shall not have lines, graphics, numbers or other designs cut into their hair or eyebrows.
4. Facial hair may be prohibited where it prevents the proper wearing and sealing of a gas mask or self-contained breathing apparatus for those required to wear them.

C. Fingernails

Fingernails, to include acrylic nails, shall be clean and neatly trimmed and shall not be of a length that interferes with performance of duties.

D. Cosmetics

Cosmetics may be worn but shall not detract from the work environment of the employee.

E. Jewelry

1. Jewelry shall be limited to small items worn in moderation.
2. Employees may wear earrings which present a professional image and are not eccentric. On institutional grounds, staff shall not wear earrings that dangle excessively, or pose a hazard to others.
3. An employee may wear one small stud in nose. An employee shall not display any other type of visible body piercings, other than earrings.

F. Clothing

1. Clothing shall fit properly and shall not be worn or torn, frayed, or have holes.
2. Hats may be worn, dress or casual. Ball caps may be worn at the discretion of the supervisor but must be appropriate for the workplace.
3. Appropriate undergarments must be worn. Tight or form fitting apparel such as leggings or compression garments may only be worn as

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undergarments, for example under a skirt or pants, but are prohibited when worn as an outermost garment.

4. Professional attire for employees shall include: business suits, slacks or skirts and coordinated sport jacket or appropriate shirt and tie, blouse or sweater.
5. Business casual attire for employees shall include: dress slacks or skirts, to include khaki style slacks or skirts, dress shirts or blouses, dresses, capri or cropped pants, polo style shirts, sleeveless blouses and button down shirts. Ties shall be optional with casual attire. Shirt collars may be worn opened, but only the top button may be unbuttoned. .
6. Appropriate shoes shall coordinate with attire and shall be worn at all times while on duty.
7. On institutional grounds, staff shall wear shoes that have a closed toe and closed heel.
8. Prohibited Items of Clothing

The following shall be prohibited attire: overalls, crop tops exposing the midriff, tank tops, halter tops, tube tops, muscle shirts, tee shirts, tight fitting or see through shirts or blouses, shorts, tight fitting (lycra type) pants, denim material, flip flops, beach attire, miniskirt, minidress, and house slippers. Other items may be deemed inappropriate by the employee's supervisor based on the duty assignment.

#### G. Identification Card

1. It shall be the responsibility of each employee to inform management whenever a new identification card is needed due to a drastic change in appearance or identification card is lost or damaged. A drastic change in appearance would be any change that may cause the possibility of someone not recognizing you by your identification photo. This could include, but is not limited to, extreme weight loss or gain, plastic surgery, gender transition or extreme changes in hair color.
2. Identification cards that need replaced due to a voluntary drastic change in the employee's appearance or due to loss or damage due to negligence of the employee may be replaced at the employee's expense. Employees shall not be charged for an identification card damaged in the course of job assignment, such as subduing an offender, or replacement of an identification card damaged through normal wear and tear.

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3. Employees shall carry a current identification card at all times while on duty.

#### IV. Enforcement and Authority to Temporarily Suspend Policy

- A. Each supervisor shall be responsible for enforcing the dress code policy and reporting violations to the appropriate management staff. Failure to dress appropriately may result in disciplinary action, up to and including dismissal. The staff member in violation may be asked to return home to dress appropriately and be charged accrued leave time for the time required to execute the change.
- B. Supervisors shall have limited authority to temporarily suspend this policy for specific employees when the situation warrants (for example, clean up days, moving days, extraordinary work assignments, fundraisers, and the like). However, a supervisor shall not grant a permanent suspension of this policy for any employee under any circumstances. The normal course of business shall not be considered as a cause for temporary suspension of this policy.

#### V. Management Staff and Employees Representing Department

Management staff, to include all supervisors, shall dress appropriately for their position, and shall be held to a higher standard in the enforcement of this policy. In addition, all employees who officially represent the Department in meetings with the public, court appearances, or other venues shall dress in a manner to display a professional image. This includes meetings or appearances in a virtual format.

#### VI. Industries, Farms, Maintenance and Special Details

Employees working in areas, such as industries, farms, maintenance, or special details, that require manual labor and for which uniforms are not provided shall be authorized to wear clothing appropriate to the work being performed; for example, work clothing, blue jeans, and so on.

#### VII. Exemptions from Uniform Requirements

Requests for modifications to the appearance and dress requirements of this policy may be made for sincerely held cultural or religious beliefs, medical reasons, or due to staff member's pregnancy.

Requests for modifications shall be forwarded to the facility Warden, District Supervisor, or work area supervisor who shall review and make a recommendation. The request and recommendation shall be reviewed by the Deputy Commissioner and Director of Personnel before final review by the Commissioner.

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Each request shall be considered individually based on information provided by the staff member, their individual functions, and the operational needs of the facility.