

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References KRS 197.020, 196.035	<p>3.10</p> <p>January 12, 2018</p>	<p>3</p> <p>June 1, 2018</p>
	<p>Subject</p> <p>APPEARANCE AND DRESS FOR NON-UNIFORMED STAFF</p>	

I. APPLICABILITY

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

II. POLICY and PROCEDURE

A. Grooming - Hair

Department of Corrections personnel shall be well groomed and neat in appearance at all times while on duty.

1. Hair length, bulk or appearance of the hair shall not be excessive, ragged, or unkempt. Hair shall not be of an unnatural color such as orange, green, or other unnatural colors; and, shall not have carved figures or initials.
2. Male facial hair shall be neatly groomed.
3. Employees shall not have lines, graphics, numbers or other designs cut into their eyebrows.

B. Grooming – Fingernails

1. Fingernails shall be clean and neatly trimmed and shall not be of a length that interferes with performance of duties.
2. Fingernail polish shall be colors that do not detract from the work environment.
3. Acrylic nails may be worn but shall not be of a length that interferes with the performance of duties.

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C. Cosmetics

Cosmetics, if worn, shall not detract from the work environment of the employee.

D. Earrings and Body Piercings

1. Employees may wear earrings that are not eccentric, dangle excessively, or pose a hazard to others.
2. A male or female shall not display any type of visible body piercings, other than earrings, such as rings or studs in the nose, eyebrows, tongue, or lip.

E. Male and Female Dress and Appearance

1. Attire shall fit properly and shall not be worn or torn, frayed, or have holes. An employee shall not wear an article of clothing that advertises an illegal substance; has satanic, racial, or security threat group references; or has any type of sexual implication.
2. Professional attire for male employees shall include: business suits or slacks and coordinated sport jacket with appropriate shirt and tie. Appropriate shoes should coordinate with attire. Casual attire for male employees shall include: dress slacks, khaki style slacks, polo style shirts, and button down shirts. Ties shall be optional. Shirt collars may be worn opened, but only the top button may be unbuttoned. The shirttail shall be tucked in. Shoes shall be clean and neat, and shall be worn at all times while on duty.
3. Professional attire for female employees shall include: business suits or skirts, coordinated slacks with blouse or sweater. Casual attire for female employees shall include: dress slacks and skirts to include khaki style slacks and skirts, dress shirts or blouses, suits, dresses, capri or cropped pants, polo or sleeveless blouses. Leggings may be worn underneath an appropriate dress. Shoes shall be clean and neat, and shall be worn at all times while on duty.
4. Non-uniform staff shall carry or wear employee identification badges or other agency identifying clothing.
5. On institutional grounds, staff shall wear shoes that have a closed toe and closed heel.
6. Prohibited Items of Clothing

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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, skorts, shorts, tight fitting (lycra type) pants, leggings, 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.

III. Enforcement and Authority to Temporarily Suspend Policy

- A. Each supervisor shall be charged with ensuring that his staff adhere to this policy and reporting violations to the appropriate management staff. Corrective action, up to and including dismissal may be taken against employees found to be in violation of this policy.
- 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, 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.

IV. 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.

V. 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.