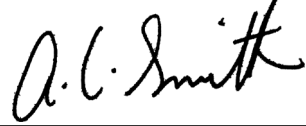




Department of  
Rehabilitation & Correction

SUBJECT: <b>Departmental Dress Code</b>	PAGE <u> 1 </u> OF <u> 7 </u>
	NUMBER: <b>31-SEM-06</b>
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 31-SEM-06 dated 10/05/2020
RELATED ACA STANDARDS:	EFFECTIVE DATE: <b>January 3, 2022</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to establish and define grooming standards for Ohio Department of Rehabilitation and Correction (ODRC) employees.

## III. APPLICABILITY

This policy applies to all full-time and part-time personnel of the ODRC and any person providing services within ODRC in a contractual, internship, temporary, volunteer, or other capacity.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

### [Definitions Link](#)

- **Non-Uniformed Personnel**
- **Uniformed Personnel**

## V. POLICY

It is the policy of the ODRC that uniformed and non-uniformed personnel of the ODRC present a professional and dignified image, commensurate with their responsibilities, to instill public confidence and establish respect from those offenders under the supervision of the ODRC.

**VI. PROCEDURES****A. All ODRC Personnel**

1. The general attire of uniformed and non-uniformed personnel shall reflect a dignified and professional image. All clothing must fit properly and be in good repair. Shorts, sweatshirts, sweatpants, and see-through clothing are prohibited. Appropriate undergarments must be worn. Clothes that expose cleavage, midriff and/or have plunging necklines and/or are backless are prohibited. The wearing of jeans by uniformed personnel is limited to approved jeans/casual dress day events as designated and coordinated by the Director/designee. In addition to fitting properly, jeans must be in good repair, to include, but not limited to, no rips, holes, or tears. The Director/designee or managing officer may approve and establish criteria for the wearing of t-shirts on approved jeans/casual dress down days. Uniformed personnel working in public-facing posts may not wear t-shirts.
2. Uniformed and non-uniformed personnel shall present a professional and dignified image when attending meetings, conferences, or other business functions as a representative of the ODRC.
3. Any marking on the body, which is inflammatory or known as a gang insignia such as, but not limited to, swastikas and double lightning bolts, are not to be displayed at work by any employee or independent contractor. Such body markings are strictly prohibited.
4. Wearing of political badges, buttons, shirts, pins, etc., is always prohibited.
5. Jewelry shall be limited to small items worn in moderation. Personnel may wear earrings which present a professional appearance and are not excessive.
6. Except as otherwise permitted by this policy, while on duty, the wearing of any object inserted into an exposed body part that has been pierced is also prohibited. Examples include the tongue, nose, lips, eyebrow(s), etc. Prohibited objects include, but are not limited to, jewelry, posts, straw, or toothpick material.
7. Uniformed and non-uniformed personnel may color or lighten their hair, but the color must be a naturally occurring hair color. All hairstyles must be kept in a neat, clean manner, be of a conservative nature, not detract from one's personal appearance as a professional and shall not provoke undue personal attention. Certain hairstyles may be considered incompatible with a professional and dignified appearance. Any pattern cut into the hair, to include, but not limited to, numerals, designs, radical vertical hair styling or side-blocking is not permitted. Hair shall not be worn in a manner that interferes with job performance, wearing assigned uniform headgear, or that compromises the safety of the individual. Facial hair must be professional in appearance, to include, but not limited to, length and well-groomed. Facial hair shall be prohibited where it prevents the proper wearing and sealing of a gas mask, respirator, or self-contained breathing apparatus for those individuals required to wear them.

Additionally:

- a. Uniformed personnel – hair shall be evenly cut and neatly groomed. Hair must be off the collar when wearing the uniform cap. Hair longer than shoulder-length must be pulled back, pinned up, etc., to achieve the desired length.
  - b. Non-uniformed personnel - hair must be well groomed and neat and worn in such a way that quick and easy identification is not impeded. The style of the hair shall not present a ragged, unkempt, or extreme appearance.
8. A wig or hairpiece lost or stolen while at work or on duty, on or off grounds, shall be immediately reported.
  9. Makeup may be worn in moderation.
  10. Managing officers/designee shall make the final decision regarding appropriate attire and appearance. If the managing officer determines the attire is inappropriate, the individual shall be sent home on their own time and expense to change clothing.
  11. Only the Director/designee may approve dress down days for uniformed staff. Attire on dress down days must not come in conflict with this or any ODRC policy.
  12. ODRC employees shall receive reasonable reimbursement for the cost of any personal property worn by the employee destroyed or damaged in the line of duty providing there is no finding of negligence on the part of the employee. A Miscellaneous Expense Reimbursement (OBM7283) must be completed and approved by the supervisor.
  13. Uniformed and non-uniformed personnel shall dress in a manner distinguishable from the population uniforms at their work site. Additionally, any attire and/or appearance that may pose a security risk, to include, but not limited to, the wearing of attire made of camouflage or camouflage-like material may be prohibited at the discretion of the managing officer/designee.
  14. Uniformed and non-uniformed personnel must observe good habits of grooming and personal hygiene. If an employee is responsible for an unpleasant or distracting fragrance/odor, a supervisor may ask the employee to leave the workplace until the problem is resolved. If the problem persists, an employee may be subject to disciplinary action, up to and including removal.
  15. The wearing of sunglasses indoors is prohibited. For purposes of this policy, the definition of sunglasses does not include photochromic prescription eyeglasses that darken on exposure to specific types of light of sufficient intensity or tinted prescription lenses. Exceptions to this policy may be made in accordance with ODRC Policy 32-EEO-03, Americans with Disabilities Act, Title 1 (Employment).
  16. Exceptions to this policy may be requested of and approved by the Director/designee or managing officer for religious accommodations.

**B. Uniformed Personnel**

1. All uniformed personnel shall report for work in clean, neat uniforms. Uniformed personnel shall always wear the complete uniform while on duty. No uniformed personnel shall wear the uniform or any part of the uniform while off duty unless the individual is preparing to go on duty or is in the process of leaving the tour of duty. The uniform shall not be worn in any situation that would bring discredit to the agency including, but not limited to, purchasing, or drinking alcoholic beverages and entering an establishment that provides gambling/gaming.
2. Uniform shirts shall always be tucked into the pant, to include when employees are entering and leaving the worksite, unless an exception is granted for specific reason(s) by the managing officer.
3. Shoes, which are provided by the individual, must be clean and in good repair. Uniformed personnel shall not wear canvas-type athletic shoes. Non-canvas athletic shoes may be worn, where appropriate. Custody personnel shall wear black shoes. All other uniformed personnel shall wear shoes appropriate to their job duties and which are subject to the approval of the managing officer.
4. Jewelry shall be limited to rings, watches, necklaces, bracelets, tie tacks, post-type stud earrings, pins and buttons, as well as all jewelry issued by the ODRC. Jewelry shall be reasonable and shall not distract from a professional appearance.
  - a. Uniform insignia issued by the ODRC (e.g., badges, shields, identification badges, etc.) shall be worn.
  - b. Pins or buttons not issued by the ODRC must be no larger than ½" x 1" in total size. The pin or button shall be centered on the flap of the right shirt pocket or worn on the right side of the shirt if there is no pocket. At any given time, uniformed personnel are limited to wearing only one (1) pin or button not issued by the ODRC. This pin or button shall not be inflammatory or derogatory and shall be worn only with the managing officer's approval.
  - c. Pins or buttons may not be worn on caps, jackets, or coats.
  - d. A necklace may be worn around the neck but must be worn under clothing.
  - e. Tie tacks approved by the managing officer may be worn.
  - f. Uniformed personnel may wear post-type stud earrings.
  - g. All other jewelry, unless medically necessary, is prohibited.
5. Nail polish must be professional and dignified.
6. Only the top button of the uniform shirt may be unbuttoned if a tie is not worn. If worn with an open collar, black, navy, gray or white undershirts or tee shirts may be worn under the uniform shirt. A turtleneck or long sleeve shirt of black, navy, gray or white

may be worn in cold weather. Polo colors other than white for supervisors and sergeants and gray for officers are not permitted. Those choosing to purchase the polo shirt must adhere to the requirements of this policy regarding the placement of patches; however, the flag patch, ODRC badge and rocker are optional for the polo shirt. An employee wishing to have their polo shirt embroidered may do so at their expense and must meet the ODRC specifications of the OPI patch designs. The employee is permitted to include the institution's acronym under the shield. The acronym can be embroidered within the shield at the bottom or centered under the shield.

7. The name badge is a uniform item which shall be worn on or above the left pocket of the shirt or the upper left chest area of the jacket or sweater.
8. The insignia badge is an issued uniform item and shall be cloth unless metal has been approved by the Operation Support Center (OSC). The insignia bars are issued uniform items for sergeant/correction counselors, lieutenants, captains, and chiefs of security. Insignia bars shall be centered on the collar, one inch up from the point. Cloth insignia bars may be worn on uniform items at the discretion of the managing officer.
9. The ODRC patch, institution rocker, and United States flag patch shall be worn by custody personnel and other uniformed personnel as required by the managing officer. The patches shall be worn on all shirts, jackets, and winter coats. The ODRC patch and institution rocker shall be worn on the left shoulder. The ODRC patch shall be worn  $1\frac{3}{4}$  inches down from the seam. The institution rocker shall be above the ODRC patch. The United States flag patch shall be worn on the right shoulder,  $1\frac{3}{4}$  inches down from the seam, with the blue field to the front of the shirt. With the approval of the managing officer, uniformed personnel may wear a small United States flag, in place of the shoulder United States flag, on the front, left side of the uniform shirt.
10. Uniformed personnel may wear a union jacket in lieu of the ODRC issued jacket.
11. While on duty, food service personnel shall have their head covered with a uniform cap, hair net, or other adequate hair restraint. Aprons worn with the uniforms shall be clean and neat.
12. Subject to the provisions of this section, the color of medical, scrub-type uniforms worn by clinical medical, behavioral health and dental personnel shall be distinguishable from the colors of population clothing and shall be subject to the approval of the managing officer. LPNs may purchase and wear their own scrubs subject to the following: ODRC shall not reimburse an LPN for purchasing scrubs; LPNs must purchase scrubs from a medical clothing supplier; purchased scrubs must be of a solid color (no images, e.g., Mickey Mouse, puppies or kittens) and acceptable colors are dark teal, teal blue, teal green, gray (light, medium, dark) or black and the tops must match the bottoms in color; and purchased scrubs shall be appropriate for the correctional environment, including appropriate fit and condition. Upon written request from an LPN, ODRC shall provide that LPN with scrubs. If an LPN elects to purchase scrubs, ODRC shall not provide scrubs to that LPN and any scrubs previously provided by ODRC to that LPN shall be returned to ODRC immediately. If an LPN requests and accepts the scrubs provided by ODRC, the LPN shall be required to wear only those scrubs to work for a minimum of 12 months.

13. The nurse practitioners will have an option to receive the \$350.00 uniform allowance. Those nurse practitioners who opt to receive the uniform allowance will be required to wear nursing scrubs and will not receive the white lab coat that has been issued in the past. The nurse practitioners who opt out of receiving the uniform allowance will not be required to wear nursing scrubs and will continue to receive the white lab coat that has been issued in the past.
14. Exceptions to the uniform requirement may be made for special circumstances, such as training and unusual work environment, at the discretion of the managing officer. Uniformed personnel required to report to work for any reason in clothing other than the designated uniform shall be required to adhere to the standards within this policy for non-uniformed personnel.

**C. Non-Uniformed Personnel**

1. All non-uniformed personnel shall report for work in clean and neat clothing. Shoes must be clean and in good repair. All clothing shall project a professional and positive image.
2. Jewelry shall be limited to small items worn in moderation. Non-uniformed personnel may wear earrings that present a professional appearance and are not excessive.
3. Fingernails shall be reasonable in length. Nail polish must be professional and dignified.
4. The following is a list of acceptable clothing for non-uniformed personnel:
  - a. Trousers, slacks, jeans, shirts, blouses, sweaters, turtlenecks, etc. must be business casual or dress. Blouses must cover the midriff and cleavage. Capri pants must extend to the middle of the calf or longer.
  - b. Ties are considered part of a professional appearance.
  - c. Skirts and dresses shall be no shorter than the top of the kneecap. Splits must not be extreme.
  - d. Shoes may be dress or business casual and shall be appropriate for a professional office atmosphere. Flip-flops and shower clogs may not be worn. Dress sandals may be worn dependent upon safety considerations and at the discretion of the managing officer or the superintendent of the Adult Parole Authority (APA). Tennis shoes/sneakers that are clean and in good repair may be worn.
  - e. Hats must be dress or casual. Ball caps may be worn at the discretion of the managing officer or the superintendent of the APA but shall not bear offensive or inflammatory messages and must be appropriate for the work setting.
  - f. Belts may be dress or casual. Metal or chain-like belts are prohibited. Buckles must be reasonable in size and shall not bear messages that are offensive or inflammatory.

- g. Appropriate undergarments must be worn. Tight or form fitting apparel such as leggings or compression garments may be worn as undergarments, e.g., under a skirt or pants, but are prohibited when worn as an outermost garment.
5. Exceptions to the clothing lists may be made for special circumstances, such as training and unusual work environments, at the discretion of the managing officer.

#### **D. Jeans/Casual Dress Day Events**

1. Only the Director/designee or managing officer may designate a jeans/causal dress day event for the agency, a division of the agency or facility of the agency. Jeans/casual dress day events may include the wearing of jeans or other casual clothing to include, but not limited to, athletic or team apparel. All requests for jeans/casual dress day events must be made in advance through the Director's office/designee. The Director may set a limit on the frequency and duration of jeans/casual dress day events for the agency, a division of the agency, or facility of the agency. A nominal cost may be required of each employee who chooses to participate.
2. Employees who choose to dress down on days designated by the Director/designee or managing officer must ensure that they comply with any stipulations or cost as detailed in the approval for dress-down events. If the employee is not in compliance with the stipulation or cost, the employee will be granted the opportunity to comply, or will be sent home on their own time and expense to change clothing.
3. Proceeds collected from a jeans/casual dress day event shall be deposited in an employee activity fund (EAF) for utilization according to the approved Employee Activity Fund Budget Plan (DRC1155) with the following exceptions:
  - a. The Director/designee may designate the proceeds from a jeans/casual dress day event to be used solely to support a charitable cause or campaign.
  - b. All fundraising events shall clearly identify the intended beneficiary in advance of the event.

#### **Referenced ODRC Policies:**

32-EEO-03 Americans with Disabilities Act, Title 1 (Employment)

#### **Referenced Forms:**

Employee Activity Fund Budget Plan	DRC1155
Miscellaneous Expense Reimbursement	OBM7283