



State of Indiana  
Indiana Department of Correction

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**POLICY AND ADMINISTRATIVE PROCEDURES**  
**Manual of Policies and Procedures**

Title  
**DRESS STANDARDS FOR DEPARTMENT OF CORRECTION**  
**NON-UNIFORMED STAFF**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 4-24-1-1 IC 11-8-2-5 (a)(8)	02-03-104 04-03-103 04-03-109	

I. PURPOSE:

The purpose of this policy and its administrative procedures is to present dress standards for non-uniformed staff in the Department of Correction.

II. POLICY:

The Department of Correction is a professional agency. Staff representing the Department must have a professional appearance which promotes not only the professional image of the Department but the staff person’s self-esteem and respect in the community. A professional image is enhanced when staff is dressed appropriately for the various assignments. Additionally, staff must be cognizant of the potential dangers inherent in working in a correctional environment and should dress accordingly.

Department staff shall reflect an appearance compatible with the assigned duties in order to create a favorable public image and a positive effect on offenders and parolees. Staff shall dress in clean, neat and appropriately fitting clothing while representing the Department and shall refrain from wearing any clothing which may detract from the image of a professional Department.

III. DEFINITIONS:

For the purpose of this policy and its administrative procedures, the following definitions are presented:

**STAFF:** Persons employed by or providing services to the Department or otherwise working in a facility, including Central Office and Parole District Offices. This term includes all Department employees, including full and part

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time, and contract workers, interns and volunteers who have routine contact with the public and/or offenders.

#### **IV. GENERAL CONSIDERATIONS:**

All staff shall report to work in clean and neat clothing. Clothing worn by staff shall fit appropriately and shall be worn in an appropriate manner. Clothing shall not be worn-out, torn, frayed or have holes in it. Generally, clothing which is not considered either business/professional or business casual wear shall not be worn without the approval of the Commissioner or Facility Head.

Facility Heads may allow staff to deviate from these dress standards if the duties of the staff person require such deviation, such as Recreation workers. Additionally, Facility Heads may authorize staff to deviate from these dress standards on special occasions, such as when the staff person is moving offices or when there is a clean-up day in the facility. In such cases where staff is allowed to deviate from these dress standards, the staff person shall still be required to report for duty in clean and neat clothing.

Staff may be permitted to deviate from the following dress standards on special occasions authorized by the Governor or the Commissioner, such as when wearing clothing representing a specific sports team to honor or support that team.

Staff persons who are assigned to duties that require the wearing of a uniform (e.g., Custody staff) shall follow the dress standards as presented in the administrative procedures for Policy 02-03-104, "Dress Standards for Uniformed Staff." In those cases where a staff person who normally wears a Department uniform is authorized not to wear that uniform due to a special assignment, the staff person shall adhere to the dress standards presented in this policy and administrative procedure.

#### **V. AUTHORIZED CLOTHING:**

- A. Undergarments appropriate to the staff person's gender shall be worn at all times. Clothing shall be worn so that undergarments, with the exception of the collar of a tee-shirt, are not visible.
- B. Staff shall wear either business/professional attire or business casual attire unless otherwise authorized by the Commissioner or Facility Head.

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1. Business/professional attire shall consist of the following:
  - a. Male staff: Business suits or sports coat with dress slacks, with an appropriate shirt and tie. The suit coat or sport coat may be optional during periods of hot weather. Shoes and socks are to coordinate with the attire.
  - b. Female staff: Business suits with either a skirt or slacks, a dress or a skirt or slacks with a dress blouse with or without a sweater. Shoes are to coordinate with the attire and shall be dress or business casual and be appropriate for a professional office. Shoes shall have a flat heel or no more than a two and one-half (2-1/2) inch non-spike type heel. Spike-type heels may be worn in non-secured areas of Department facilities where offender contact is limited. Shirts, blouses and sweaters shall have sleeves that cover the shoulder (from the neckline to the top of the arm).
  
2. Business casual attire shall consist of the following:
  - a. Male staff: Dress slacks, khaki-style slacks, polo-style shirts or button-down shirts. Ties are optional. Shirt collars may be worn open; but only the top button may be unbuttoned. Shirrtail shall normally be tucked into the waistband of the trousers. However, dress shirts with a tailored, straight hemline may be worn outside the waistband. Shoes shall be dress or casual, including slippers. Sock shall be worn at all times.
  - b. Female staff: Dress slacks or skirt, khaki-style slacks or skirt, blouse or sweater, dress, polo-style shirt. Capri pants must extend to the middle of the calf or longer. Shoes shall be dress or casual and be appropriate for a professional office atmosphere. Shoes shall have a flat heel or no more than a two (2) inch non-spike type heel. Exception to this standard is at Central Office; spike-type heels may be worn. Shirts, blouses and sweaters shall have sleeves that cover the shoulder (from the neckline to the top of the arm) Sleeveless tops may be worn in the staff person's office or cubicle, but are to be covered with a sweater or jacket when leaving the office or cubicle.

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### **VI. INAPPROPRIATE CLOTHING:**

- A. Articles of clothing (hats, belt buckles, shirts, etc.) that advertise alcoholic or tobacco products, illegal substances, potentially derogatory religious themes, racial references, security threat group references, or have sexual implications of any type are not permitted. Shirts must be absent of advertising (including athletic teams, professional and collegiate, as well as cartoon characters) or iron-on decals/patches. Small (approximately one inch by three inch) manufacturer's logos are permitted. Sweatshirts/shirts that have the Department or facility logo are permitted, if authorized by the Commissioner or the Facility Head. Decorative/holiday sweatshirts/sweaters may be worn during the appropriate holiday season. If it is necessary for staff to attend meetings with the general public or other agency personnel, staff shall wear business/professional or business casual attire.
- B. Low cut, revealing and/or see-through clothing shall not be considered appropriate dress. Crop tops (exposing the midriff), tank tops, halter tops, tube tops, spaghetti-strapped tops, muscle shirts, tee shirts and shorts/skorts shall not be permitted. Slits in skirts or dresses shall not be revealing and shall allow the skirt or dress to cover the thigh. Clothing worn so that undergarments may be seen are not appropriate.
- C. Tight fitting (lycra-type or other) pants shall not be worn. Pants shall come to the ankle or below unless the pants are Capri pants as indicated above. Jeans and other denim clothing are not permitted unless previously approved by the Facility Head for special occasions. Skirts/dresses shall allow freedom of movement and shall not be "mini" in length. Jogging suits, wind suits, sweat pants, sweat shirts or other athletic apparel are not permitted. (NOTE: With the approval of the Commissioner or Facility Head, staff may be authorized to wear jeans as a part of a "casual attire" day which may be in conjunction with certain conditions, such as SECC contributions.)
- D. Tennis/gym shoes, flip flops (including Crocs-style shoes; with the exception of medical personnel), and casual sandals are not considered appropriate footwear for the work place.
- E. Hats and sunglasses shall not be worn inside a building, but may be worn during outside activities. Mirrored-style sunglasses shall not be worn. Sunglasses may be worn inside a building if the staff person has a medical restriction requiring the wearing of the sunglasses at all times.

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- F. Jewelry and other accessories will be appropriate for the work setting and not create a safety hazard. Jewelry shall be limited to small items worn in moderation.

### **VII. STAFF IDENTIFICATION:**

All staff in the Department of Correction shall be issued a picture identification card prior to commencing work. This identification card shall be the approved identification card for the Department of Correction. Staff may be issued temporary identification cards in those cases where it is not possible to immediately provide the new staff person with the approved identification card or in those cases where a staff person loses or damages his/her identification card. Temporary identification cards shall be valid for no longer than necessary with a maximum time limit of ten (10) working days.

Staff working in a facility shall wear the identification card in a conspicuous manner so that other staff may readily see the identification card and check the identity of the wearer. Staff required to wear a Department uniform shall wear the identification card in accordance with the administrative procedures for Policy 02-03-104.

Staff working in Central Office shall wear the State of Indiana identification card as required by the Department of Administration procedures and shall carry this identification card with them whenever traveling to other facilities. Parole staff shall be required to carry the Department of Correction identification card on their person while on duty. Central Office and Parole staff required to go to a correctional facility shall wear the appropriate identification card in a manner similar to that required of facility staff.

Each facility shall ensure that a process is available that allows staff to obtain an identification card when necessary. The appropriate identification card shall be used for a staff person whether the person is an employee of the Department, a contract worker or a volunteer.

It shall be the responsibility of the staff person to advise the facility whenever a new identification card is needed due to a drastic change in appearance or the identification is lost, damaged or destroyed. Identification cards that are lost, damaged or destroyed due to the negligence of the staff person shall be replaced at the staff person's expense. Additionally, if a new identification card is

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necessary due to a voluntary drastic change in the staff person's appearance, the staff person shall be charged for the replacement identification card. The cost of a replacement Department identification card shall be \$ 3.00. Staff required to wear a non-Department identification card requiring a replacement will be required to pay the amount charged by the issuing agency. Staff whose identification card is damaged or destroyed in the course of the job assignment, such as subduing an offender, shall not be charged for a replacement identification card. Nor shall staff be charged for the replacement of an identification card which is damaged through normal wear and tear.

An identification card issued shall be valid for as long as the person remains in the same job classification. It shall not be necessary to issue a new identification card if a staff person transfers to another facility in the same job classification. If a staff person changes job classifications for any reason, a new identification card shall be issued to the staff person.

### **VIII. FAILURE TO ABIDE BY DRESS STANDARDS:**

Failure to dress appropriately may result in disciplinary action. The staff member in violation may be asked to return home to dress appropriately and will be charged vacation or personal leave for the time required to execute the change.

This policy and its administrative procedures establish dress code guidelines; but do not attempt to address every potential issue. Supervisors will be responsible for enforcing the dress code policy. Questions concerning the dress code will be directed to the facility Human Resources staff.

### **IX. APPLICABILITY:**

This policy and its administrative procedures are applicable to all staff in the Department who are not required to wear an authorized Department uniform and to those staff persons who normally wear a uniform but are not required to do so due to special assignments or circumstances.

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Signature on File  
Edwin G. Buss  
Commissioner

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6/16/10  
Date