

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 11/11/1991	NUMBER 02.03.104
	SUBJECT GROOMING REGULATIONS - EMPLOYEE	
SUPERSEDES PD-DWA-01.07		AUTHORITY MCLA 791.203; Appropriate Collective Bargaining Agreements
ACA STANDARDS NONE		PAGE 1 OF 1

**POLICY STATEMENT:**

To describe the Department's requirement for appropriate grooming and dress.

**RELATED POLICIES:**

- 02.03.103 - Employee Uniforms and State Issue Clothing
- 02.03.120 - Grooming Standards: Special Alternative Incarceration (SAI Staff)

**POLICY:**

- A. Grooming standards for S.A.I. staff are contained in 02.03.120.
- B. Bureau Heads, Wardens and Bureau of Field Services Regional Administrators shall insist on appropriate grooming and apparel, giving reasonable consideration to job responsibility, role model, working environment and prevailing fashions. They shall implement procedures to ensure compliance with the spirit and intent of this policy, and provide for accountability of supervisory staff in its enforcement.
- C. All Department employees shall reflect an appearance compatible with their role to encourage a favorable public image and a positive effect upon prisoners, parolees and probationers. Certain employees are required to wear a specific uniform, as outlined in 02.03.103, "Employee Uniform and State Issue Clothing", but all employees are expected to be attired and groomed in a manner consistent with their professional status.
- D. Where required, uniforms must be worn properly and maintained in a clean, neat and serviceable condition. All jewelry must be in keeping with a professional appearance. Male employees required to wear uniforms which have an insignia identifying this Department are prohibited from wearing earrings. Female employees in covered positions and all other male employees will be limited to wear a small, non-dangling, stud post type earring consisting of one earring per ear. Neat, clean and well-groomed appearance of hair and beards is required.
- E. The security requirements of institutions require the ability to immediately identify personnel and prisoners. Photo identification is necessary. It will be the responsibility of each employee to inform management that, when necessary, their I.D. picture need updating to reflect their current appearance. A current I.D. is to be carried at all times while on duty.