

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 06/28/1993	NUMBER 02.03.120
	SUBJECT GROOMING STANDARDS: SPECIAL ALTERNATIVE INCARCERATION (S.A.I.) STAFF	
		SUPERSEDES PD-BFS-01.14
		AUTHORITY MCLA 791.203
		ACA STANDARDS 3-4325
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POLICY STATEMENT:

To establish personal grooming standards for staff assigned to S.A.I.

RELATED POLICIES:

- 02.03.104 - Grooming Regulations - Employee
- 02.03.103 - Employee Uniform and State Issue Clothing

POLICY:

- A. All employees assigned to SAI shall comply with the grooming standards contained in this policy.

All Uniformed Custody Staff and Public Works Component Staff

1. General Personal Grooming
 - a. Hair will be neatly trimmed, clean and combed or brushed in such a manner that issued headgear can be worn.
 - b. Hair length, bulk or appearance shall not be excessive, ragged, shabby, bushy, unkempt or neglected.
 - c. Hair coloring (dyed/bleached hair), if used must appear natural.
 - d. Female staff may wear a small, non-dangling stud post/type earring, consisting of one earring per ear.
 - e. Male staff will not wear earrings.
 - f. All fingernails should be neat, clean and of a reasonable length.
2. Hair - Males
 - a. Hair on the forehead shall be groomed so as it does not fall within one inch of the eyebrows and will not protrude below the band of properly worn headgear.
 - b. Hair on the back and sides of the head shall be cut to present a tapered appearance when combed, and shall not interfere with the wearing of issued headgear.
 - c. Hair will not extend over the shirt collar when standing with the head in a normal posture, and will not be grown to a length greater than 1/2 inch at the base of the back of the head. Hair must be neatly tapered, blocked or squared at the base.
 - d. Sideburns, or any other hair worn in front of the ear, shall be neatly trimmed and tapered, not extending below the lowest part of the exterior opening of the ear, not

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flared, of even width, and ending with a clean shaven horizontal line.

- e. Hair shall not fall over the ears, but may extend to the top edge of the ear, if worn in a neat well groomed manner; nor shall the hair extend outward from the skull to a depth greater than that measured by the outward protrusion of the ears.
 - f. Beards or goatees of any description are prohibited.
 - g. Mustaches are permitted provided that they are neatly trimmed and the growth does not extend below the corners of the mouth, over 1/2 inch beyond the corners or below the top of the lip.
3. Hair - Females
- a. Hair may not be worn longer than the bottom of the collar back of the head, and to the bottom of the earlobe on the sides. A bun or twist will be permitted on top or back of the head, provided it is worn in a neat manner and does not interfere with the wearing of issued headgear.
 - b. Hair on the forehead shall be groomed so it does not fall within one (1) inch of the eyebrows and will not protrude below the band of properly worn headgear.
 - c. Ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes which blend with the hair color.

Other Staff

- B. Other staff are permitted to have moderate hair styles, typical of the community where they reside. The hair shall be groomed at all times. If beards are worn, they shall be neatly trimmed and not exceed beyond 1/2 inch from the face.

KLM:OPH:05/18/93