PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-6	Subject: **EMPLOYEE DRESS, HYGIENE AND BADGES**
Reference: Local # 4464; DOC 1.3.41; DOC 1.3.42	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 06/25/01; 03/14/03; 10/07/09; 04/25/11
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established standards of dress for normal working hours, training, and court appearances.

II. DEFINITIONS:

None.

III. PROCEDURES

In the interest of presenting a professional image to the public and serving as a positive role model for offenders, all employees of the Probation & Parole Bureau (Bureau) will wear appropriate clothing and observe good habits of grooming and personal hygiene. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of employees in their work areas.

A. Clothing and Shoes

Clothing and shoes must be clean, in good repair, fit well and be appropriate for work area.

1. Acceptable attire for court appearances:

   a. Suit or sport coat
   b. Dress shirt or blouse
   c. Tie
   d. Dress pants or slacks, no jeans
   e. Skirts or dresses
   f. Dress shoes/boots/hosiery

2. Unacceptable attire for normal office work, general training and work meetings, not all inclusive:

   a. Worn looking blue jeans
   b. T-shirts/Sweatshirts not issued by Bureau
   c. Shirts with sayings (unless professional logo)
   d. Caps/Clothing advertising cigarettes, alcohol, etc.
   e. Shorts and sweatpants (training will dictate)
   f. Mini-skirts/mini-dresses
   g. Any revealing clothing

B. Jewelry & Fragrances

Jewelry worn by employees must be appropriate to the work setting. Fragrances, if worn, are to be used sparingly. If a scent offends or disturbs an employee, customer, or vendor, management will order the employee to cease using the scent. Other fragrance products are prohibited. See *DOC 1.3.42 Fragrance-Free Workplace*.

C. Personal Hygiene

Personal hygiene is expected to meet accepted health standards, which includes bathing practices, dental hygiene, hair and nail care. Hair, beards and mustaches must be neatly groomed and clean.

D. Badges

1. Officers will be issued badges upon hire and placement in a work location.

2. All Department equipment must be returned to the regional office upon termination of employment. Each regional office will keep an accounting of all badges issued to a current Officer, awarded to a former Officer, or in storage.

E. Permanently Awarded Badges

1. Officers must complete a minimum of 10 years of service and be in good standing with the Bureau in order to be permanently awarded his/her badge upon termination of employment. Consideration of the Officer's performance, and qualities such as integrity and dedication/commitment to the Bureau, will determine his/her standing. The awarded badge must be affixed to a plaque so that it can no longer be used as a functional badge.

   The Officer or a supervisor may submit a written request to the Regional Administrator (RA) for a permanently awarded badge. RAs will make requests for their badge to the Bureau Chief.

   Exceptions may be allowed at the discretion of the Bureau Chief.

2. If an Officer has years of service at different Department facilities that equal 10 years or more and those years have been determined to be in good standing, the Bureau Chief and the Officer will determine which badge is received. In the event of disagreement regarding this matter, the Bureau Chief will make the final decision.

3. Officers who are awarded a badge must comply with procurement costs in accordance with state law which indicates that the state shall be reimbursed the cost of the badge. This can be accomplished by the Officer purchasing the badge or co-workers electing to purchase the badge to award to the Officer.

IV. CLOSING:

Questions concerning this policy shall be directed to the RA or the Bureau Chief.