

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1.3.28</b>
<b>SECTION:</b>	3	Personnel	<b>EFFECTIVE DATE:</b> 8 / 6 / 2020
<b>SUBJECT:</b>	28	<b>Staff Dress Code</b>	
<b>STANDARDS: ACA – 4 – ALDF: <a href="#">None</a></b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 8 / 6 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			<b>REVISION DATE:</b> 8 / 11 / 20
Rescind: 1.3.28 dated 10/21/16 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections that all employees wear appropriate work clothing and adhere to grooming standards as prescribed by the Appointing Authority/ designee, while on duty and/or official Division’s business.

**II. RESPONSIBILITIES**

All Division of Corrections custody personnel and non-uniformed staff are responsible for adhering to the following procedures.

**V. DEFINITIONS**

**Division; Division of Corrections:** Means, the St. Louis City Division of Corrections (the City Justice Center and the Medium Security Institution).

**Uniformed employees:** Means custody staff.

**Contracted Staff:** Employees of other agencies contracted by the Division and, working in the Division’s facilities to provide specialized services.

**Secure Area of Facility:** Includes inmate housing areas, admission areas, medical unit, processing unit (MSI) and any other areas where inmate movement is not restricted and there is frequency of employees’ daily contact with the inmates.

#### **IV. PROCEDURES**

##### **A. General Information**

1. Uniformed employees are required to wear long-sleeve shirts between October 15 and April 15 unless otherwise authorized by the appointing authority.
2. The wearing of the prescribed uniform is authorized when on duty, traveling to and from duty, and at Divisional functions when prescribed and at other times as directed by the appropriate authority.
3. Correctional Officer Employees are prohibited from the following while wearing the uniforms:
  - a. Purchase or drink alcohol beverages in public,
  - b. Enter a tavern, gambling hall, or nightclub (except if necessary in the performance of assigned duties),
  - c. Participate in political activities,
  - d. Participate in demonstration and pickets,
  - e. Engage in soliciting activities,
  - f. Engage in any other action or behavior which reasonable persons would deem inappropriate for a law enforcement personnel conducting non-official business.
4. Other restrictions apply. See policy #1.3.35: Staff Work Rule.
5. Custody employees that are issued uniform clothing are required to report the loss or damage of any uniform to their immediate supervisor. In the event the loss or damage is found to be the result of the employee negligence, the item may be replaced at the employee=s expense.
6. T-shirts worn underneath the uniform shirt must be plain, white and may not extend beyond the natural length of the outer garment.
7. Supervisors and managers are expected to set a positive example for all staff regardless of classification. They are responsible for monitoring compliance of the Division’s dress code and grooming standards.

**POLICY & PROCEDURES**

---

8. The issuing of gold bars to probationary supervisors is discontinued on the signing date of this procedure and work rule. All bars issued to supervisors including probationary supervisors will be silver.

**B. Dress Code –Custody Staff**

1. Each custody staff will be issued three (3) blue shirts. Each shirt will have the Division's patch on the left sleeve.
2. Each custody staff will be issued three (3) trousers. The trousers will be dark navy blue. Shirts and trousers will be maintained in good repair, clean and neatly pressed at all times. Shirts are to be worn tucked inside trousers. Exception to tucking shirts inside is made for pregnant female employees.
3. It is the responsibility of the custody staff to be in proper attire. If an employee's uniform is tightly fit or worn-out between time of official issue, it is the responsibility of the employee, not the Division's to purchase own uniform and to order the correct size.
4. Short pant or cargo pant are not issued and is not permitted unless authorized by the appointing authority. When authorized, pants must be knee length.
5. Each custody staff will be issued I.D. Tags. I.D. Tags are to be worn just above the right shirt pocket.
6. Each custody staff will be issued the appropriate class Badge and worn centered above the left pocket. Officer badges will be silver in color and supervisors will be gold in color.
7. Each custody staff will be issued jacket, preferably a navy uniform-style, canvas work jacket (Dickie) with zippered-liner (black in color).
8. Each custody staff may purchase their own work shoes and socks. The shoes, including boot and tennis shoes will be uniform style, clean and in good repair. All shoes and socks worn will be black, secure to the foot. Open toe shoes including clogs, sandals, and flip-flops; and high heel shoes are prohibited while on duty and in the security areas of the facility.
9. Each custody staff will purchase their own belt. Belt must be black garrison belt or black belt of at least one (1) inch wide with a single buckle no greater than two (2) inches wide, and no ornamentation or multi-coloring.
10. Each custody staff will be issued a clip tie or buttoned bow tie. Employees are required to wear the tie whenever uniform long sleeve shirt is worn unless the

**POLICY & PROCEDURES**

---

- employee is wearing an approved turtle-neck or Dickie. Turtle-neck or Dickie must be black in color and may or may not have the Division's logo.
11. Each custody staff will be issued sweater or vest. The sweater will have the Division's patch on the left sleeve and will have a clip-on hole to attach the badge and a name tag.
  12. Custody employees may purchase their own uniform clothing provided the uniform so purchased meets the Division's approved Dress Code standards. A tightly fitted uniform clothing or worn-out uniform will not be permitted.
  13. The Division will not refund employees on personal purchases unless specifically authorized by the Appointing Authority/designee.
  14. Insignia of Rank and others:
    - a. Each custody staff supervisor will be issued appropriate large and small size silver bars; small bar for uniform shirt and large bar for Jacket.
    - b. Service pin or other insignia approved by the appointing authority may be worn centered on the right shirt pocket flap. Only one (1) service pin may be worn at a time and it will be the most recent – 20-year, 30-years, or 40-years, etc.

**C. Dress-Code – Non-Uniformed Staff**

1. All non-uniformed staff will wear business casual attire that is consistent with their job assignments. All attire worn will be clean, neatly pressed, and in good repair. Tennis shoes that are consistent with business casual are permitted.
2. Official I.D. Card is issued and will be worn, at all times for identification purposes.
3. The following exceptions to dress code may be made for special circumstances at the discretion of the appointing authority:
  - a. If the female employee is pregnant,
  - b. Dress down day (jeans, t-shirt, athletic shoes, etc.) may be authorized by the Commissioner/designee.

**D. Personal Grooming Standard**

1. All employees, regardless of job title or classification, will be clean and well groomed.

**POLICY & PROCEDURES**

---

2. Hair will be clean, neatly arranged; trimmed or styled at all times to present a professional appearance. Scrunches or rubber bands may be worn on hair. Beards and moustaches will be clean and neatly trimmed at all times.
3. For custody staff, length of hair and beards must be compatible with the use of riot gear equipment or any other tactical equipment. Hair will not touch the eyebrows, extend below the top edge of the uniform shirt collar, or protrude in front of the band of a properly worn hat/cap.
4. Exaggerated sculptured hair style with excessive fullness or extreme height is prohibited. Hair weaves, braids, and twists will adhere to length as specified in this policy. Hair-do with numerals, designs, radical vertical or side blocking and as may be associated with gang activities, is prohibited.
5. When reasonable suspicion exists, the Supervisor has the authority to inspect employee's hair to prevent contraband into the facility. (See policy #3.1.34: Employee Searches).
6. Finger nails will be clean and not extend too far beyond the tip of fingers as to interfere in the operation of equipment or other job duties.
7. Custody staff may wear nail polish that presents a professional appearance and free of ornamentation.
8. Custody staff may wear make-up and will be worn in moderation.
9. Employees who work in the secure area or who frequently visits the secure areas of the facility will wear Jewry to include no more than: one (1) watch, one (1) necklace inside the shirt, one (1) bracelet, two (2) rings (double wedding band is considered one), and one pair of stud earring flushed on earlobes. Dangling or hoop earring is not permitted for safety and security reasons.
10. Employees are not permitted to wear ring/stud earrings or other jewelry decoration / ornament on or in the nose, eye brow or tongue while in official uniform or on the job or any other jewelry, decoration or ornament that poses a possible safety hazard.
11. The Division is not responsible and will not reimburse employee for any damaged, stolen or lost employees' watches or other jewelries worn by the employee whether officially approved or not. Staff will report all incidents in accordance with policy #3.1.10: Incident Reporting.

**E. Inspection of Appropriateness of Dress and Grooming**

1. Supervisors and Managers will:

City of St. Louis Department of Public Safety / Division of Corrections  
**POLICY & PROCEDURES**

---

- a. Enforce the dress code and personal grooming standards for all staff under their supervision and as provided in this procedure and work rule,
  - b. Inspect their assigned staff daily, ensuring that they are in proper attire,
  - c. Document in their records, employees that dressed inappropriately.
  - d. Specify, in their daily reports, any employee who is not in proper attire.
2. Employees who are not in appropriate attire and in attire that is not clean and pressed for more than twice in a one-month period will be issued counseling by the supervisor. Supervisors will utilize other progressive corrective actions if the problem continues. Any violation of this policy may result in disciplinary hearing review.

**F. Staff Resignation/Termination of Employment**

1. All uniforms, equipment, gears and other accessories issued to employees are the property of the City of St. Louis and the Division of Corrections.
2. Staff will surrender all such items as issued, upon resignation or termination of employment, to the Chief of Security or unit head.
3. The Division reserves the right to withhold employee's payroll check until all items have been returned.