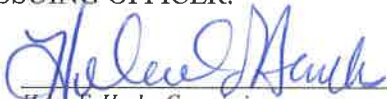


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to NH RSA 21-H:8(III) Internal Practices and Procedures	CHAPTER <u>Personnel and Training</u> STATEMENT NUMBER <u>1262</u>
SUBJECT: GUIDELINES FOR PROFESSIONAL ATTIRE PROPONENT: <u>Human Resource Administrator</u> <i>Name/Title:</i> <u>Human Resources</u> <u>271-5640</u> <i>Division</i> <i>Phone #</i>	EFFECTIVE DATE <u>06/30/2020</u> REVIEW DATE <u>06/30/2023</u> SUPERSEDES PPD# <u>2.29</u> DATED <u>03/01/08</u>
ISSUING OFFICER:  Helen E. Hanks, Commissioner	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**
To establish general guidelines for the professional attire of all employees and contracted staff when representing the Department.
- (b) **APPLICABILITY:**
To all employees and to those who are contracted employees of the Department of Corrections. Uniformed Correctional Staff should also refer to PPD 1295 Correctional Officer Uniforms.
- (c) **POLICY:**
It is the policy of the Department of Corrections that all employees are expected to dress in a professional manner suitable for a business and prison environment as the public image of the Department is directly affected by the personal appearance of the employees and the services they provide. While the professional attire guidelines may differ among divisions to accommodate the various roles and responsibilities of each area, these guidelines apply to all employees whenever they are representing the Department (e.g. training, conferences, etc.).
- (d) **PROCEDURES:**
- (1) General Guidelines
 - a. Employees are expected to dress in clothing that is clean, neatly pressed, in good repair and suitable for the job they are expected to perform.
 - b. Footwear shall be clean and in good repair. Footwear shall be chosen in a way that contributes to a safe environment and is suitable for the job or task being performed.
 - c. Body piercing jewelry such as tongue, nose and any other visible piercing, with the exception of earrings, is not acceptable. Jewelry shall be chosen in a way that contributes to a safe environment.
 - d. Hair shall be clean and neat. Extreme color, punk or spiked hair is not permitted. Facial hair shall be neatly groomed.
 - e. Appropriate undergarments that provide adequate and discreet support are expected.
 - f. Employees, on all shifts, shall practice reasonable standards of personal hygiene.

- g. Clothing is not to be transparent or see through in a manner that would provide a visual of your undergarments.
 - h. Clothing should not be tight fitting. Examples include but are not limited to a shirt that is unable to button or the buttons are stressed and expose a visual of your undergarments or pants that are so tight fitting that they expose the outline of your undergarments.
- (2) Specific Guidelines
- (a) ACCEPTABLE:
 - 1. Dresses and suits;
 - 2. Dress slacks, knit pants, culottes/skorts, and dress shorts;
 - 3. Skirts, blouses, sweaters, dress shirts, collared shirts, sport coats and ties;
 - 4. All hemlines can be no shorter than 2 inches above the knee.
 - (b) UNACCEPTABLE:
 - 1. Clothing with holes, tears or stains;
 - 2. Jeans (of any color), cutoffs, sweatpants (except for Defensive Tactics or PT), overalls, form-fitting pants, mini-skirts and shorts (other than dress shorts);
 - 3. Sweatshirts, fishnet shirts, t-shirts, tank tops without a jacket, halter tops, tube tops, non-shouldered tops and spaghetti strap tops, low-cut necklines and bare midriffs and any other clothing of similar description.
 - 4. Sneakers (in an office setting), sandals, thongs, flip-flops and shoes of questionable safety. Exceptions to footwear may be made through a written request to your assigned human resource coordinator who will coordinate with your supervisor;
 - 5. Any other casual attire that is deemed not appropriate by a supervisor for a respective work area.
 - (c) Corrections Officer, Investigators and Probation Parole Officer uniforms will be managed through PPD 1295.00 Correctional Officer Uniforms and the specifics of their collective bargaining agreements.
 - (d) The use of the NHDOC logo on clothing other than as described in PPD 1295.00 is not authorized without written permission from the Commissioner or his/her designee.
- (3) This policy is to be followed by all employees any time you are representing the Department or when on departmental grounds. Employees who are provided or must wear a uniform (e.g. security, health services, kitchen, etc.) shall abide by the general guidelines during normal business hours and shall also abide by the specific guidelines when in civilian attire (e.g. training, conferences, etc.).
- (4) RESPONSIBILITY OF THE SUPERVISORS
- a. Employees who are uncertain or have questions about the specific personal appearance standards in the workplace should consult their supervisor.
 - b. The immediate supervisor is responsible for ensuring that appropriate dress and grooming is maintained.
 - c. When necessary, the supervisor and employee may resolve any disputes over appropriateness of attire using the chain of command.
 - d. If an employee reports to duty in attire that does not comply with the established policy, the supervisor shall request the employee to go home and change, utilizing leave.
 - e. For subsequent offenses, the supervisor may initiate appropriate disciplinary procedures consistent with Personnel Rules.
- (5) Exceptions to this policy including fieldwork and special events may be requested through the employee's respective Division Director or Warden.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Other:

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Services
Third Edition Standards

Fredette/lb