



**CORRECTIONS MEDICINE**  
**Employee Appearance Policy**  
**ACA Standard: 4 ALDF – N/A**

Effective: November 2007

Revised: April 2016, August 2019

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May 2019

Policy Number:  
CM – 22.4

- I. **PURPOSE:** To establish acceptable standards of appearance with regard to clothing, accessories and cosmetics for Corrections Medicine staff.
  
- II. **POLICY:** The Corrections Medicine program sets standards for personal appearance in order to project a professional image and maintain decorum. Corrections Medicine staff must, at all times when on duty, wear appropriated attire, accessories, and cosmetics.
  
- III. **RESPONSIBILITY:** All staff members in the Corrections Medicine program are familiar with the content of this policy and the procedures therein.
  
- IV. **PROCEDURE:** In order to maintain a high standard of dress and professional appearance, this policy has been adapted from the Department of Justice Services Policy 130 and the Department of Public Health (DPH) Administrative Policy 3.9 to incorporate safety and security inside the secure perimeter of the Buzz Westfall Justice Center.
  1. Grooming
    - a. Hairstyles should be kept neat and well maintained.
  
    - b. Hair colors, dyes, and bleaches should be natural hair colors. Hair colors that detract from a professional appearance are prohibited.
  
    - c. Extensions, weaves, wigs or hairpieces are authorized while on duty; however, these additions must have the same color and general appearance as the individual’s natural hair. Additionally, any wigs, extensions, hairpieces, or weaves must comply with the Department of Justice Service grooming policies.
  
    - d. Staff should set an example of impeccable personal hygiene. Wearing perfume or cologne is discouraged.
  
  2. Clothing should fit properly and looked tailored. Trousers, pants, skirts, shirts and tops should not fit tightly and should be kept clean and in good repair at all times.
    - a. Scrubs – Solid colors or prints except as noted below in color section. Tops should not be so large/loose fitting as to be revealing. If necessary, an appropriate sleeveless, crew-neck, or turtle-neck style shirt may be worn under the scrub top.
  
    - b. Shirts – Non-revealing shirts may be worn in the accepted color and prints as noted in “e” below.

- c. Pants and Trousers – Pants and trousers should fit properly, are not too tight, or too long that the pant leg hems drag on the floor. Pants and trousers should be durable fabric, and not lightweight that the fabric is translucent.
  - d. Lab Jackets – Must be worn when in contact with patients. Color and prints from the list below may be worn. The style should be long enough to cover the hips and buttocks.
  - e. Colors and Prints – Any color and print may be worn except that khaki, bright orange and black and white stripes may not be worn, and that the shirt color must be different than the bottoms color.
3. Jewelry
    - a. No more than one watch and one (1) small bracelet per wrist may be worn, and no more than two (2) small bracelets per wrist may be worn.
    - b. Not more than two (2) rings per hand are permitted.
    - c. Choker or herringbone style necklaces are not permitted. A thin 18” to 20” in length chain necklace with or without a small pendant or locket is permitted.
    - d. Dangling or hoop earrings are not permitted to be worn by Corrections Medicine staff who interact with patients.
    - e. Staff should avoid wearing expensive or sentimental jewelry to work.
  4. Cosmetics
    - a. Makeup should be complementary to skin tone and not in extreme contrast to the complexion.
  5. Fingernails
    - a. Fingernails should always be kept clean, neat, and well maintained.
    - b. Staff who delivers direct patient care must have nails trimmed to ¼ inch length from fingertip.
    - c. Staff who interact with patients may not wear artificial fingernails longer than ¼ inch long from the fingertip.
  6. Tattoos
    - a. Any tattoo that is visible must follow the guidelines listed in the Department of Justice Services Policy 130.
  7. The following items are **NOT** permitted to be used or worn by Correction Medicine Staff:
    - a. Undergarments that visibly contrast with outer garments is prohibited.

- b. Open-toe shoes, high heels, sandals, flip-flops, footwear worn without hosiery or socks is prohibited.
- c. Tight or revealing clothing is prohibited.
- d. Clothing with advertising, pictures, printed messages that is in conflict with our mission or would be unprofessional in appearance is prohibited.
- e. Sweatshirts, sweatpants, spandex bottoms or tops, or shirts and sweatshirts with hoods.
- f. Sleeveless shirts worn WITHOUT scrub top or jacket
- g. Shorts and skorts is prohibited.
- h. Blue jeans, unless approved for dress down day by management for the employee recognition team program, is prohibited.

V. REFERENCES:

Healthcare Providers: Hand Hygiene in Healthcare Settings. The Centers for Disease Control and Prevention. <https://www.cdc.gov/handhygiene/providers/index.html> Accessed July 2019

Department of Justice Services Policy 130 “*Uniform and Grooming*”

Department of Public Health Administrative Policy 3.9 “*Employee Appearance Policy*”