

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**PD-28 (rev. 5), “DRESS AND GROOMING STANDARDS”**  
**July 1, 2010**  
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Attachment A Uniformed Employee Grooming Standards (07/10)



TEXAS DEPARTMENT  
OF  
CRIMINAL JUSTICE

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**DATE:** July 1, 2010

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**SUPERSEDES:** PD-28 (rev. 4)  
November 1, 2005

## **EXECUTIVE DIRECTIVE**

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**SUBJECT:** DRESS AND GROOMING STANDARDS

**AUTHORITY:** Texas Government Code §§ 493.006-.007

**APPLICABILITY:** Texas Department of Criminal Justice (TDCJ)

**EMPLOYMENT AT WILL CLAUSE:**

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the executive director's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the TDCJ and **do not** create any legally enforceable interest or limit the executive director's, deputy executive director's, or division directors' authority to terminate an employee at will.

**POLICY:**

While on duty, an employee of the TDCJ shall adhere to the acceptable standards of dress and grooming as set forth in this directive, as well as maintain a professional standard of cleanliness and personal hygiene.

**DEFINITIONS:**

"Business Casual" is attire less formal in nature than professional attire, but remains appropriate for a conservative office environment (sport jackets, slacks, dresses, blouses, polo shirts, and skirts).

"Common Use Area" is an area in a unit/department accessible to all employees who are assigned to that unit/department and accessible to employees during each shift (e.g., break room, lobby area).

“Extreme,” for the purposes of this directive with regard to dress and grooming, is defined as exceeding established norms for a conventional, conservative workplace.

“Professional Attire” is attire considered to be appropriate in a conventional, conservative business setting (men’s and women’s suits, dresses, dress shirts, dress pants, ties, and scarves).

“Security Threat Group” (STG) is any group of offenders that the TDCJ determines poses a threat to the physical safety of other offenders, staff, or the public due to the organization and activities of the STG. Such a group shall be designated by the Security Threat Group Management Office (STGMO) and designation shall require the approval of the director of the Correctional Institutions Division (CID).

“Well-Groomed,” for the purposes of this directive with regard to hair, beards, mustaches, or sideburns, is defined as hair that is clean, neatly combed or brushed, does not present a ragged or unkempt appearance, and meets the guidelines established herein.

### **DISCUSSION:**

Appropriate dress and grooming promote a professional image of the TDCJ and are essential for the safety of both staff and offenders.

Disciplinary action may be taken against an employee for violation of this directive in accordance with PD-22, “General Rules of Conduct and Disciplinary Action Guidelines for Employees.”

### **PROCEDURES:**

Supervisors are responsible for administering and enforcing this directive.

#### **I. General Provisions**

Any attire of extreme design, revealing in nature, or conveying messages of a derogatory or offensive nature through language, logos, or symbols is prohibited. This includes signs or symbols of apparent membership in an STG or clique as evidenced by tattoos or other signs or symbols of membership in such groups.

Employees are expected to maintain a professional standard of cleanliness and personal hygiene. Any fragrance or odor that is extreme or offensive is prohibited. Employees may have sensitivity or allergic reactions to fragrances and unpleasant odors; therefore, supervisors shall address any issues regarding sensitivity or allergic reactions to fragrances or unpleasant odors on a case-by-case basis.

Any extreme haircut style or color is prohibited.

## II. Uniformed Correctional Staff and Other Uniformed Employees

### A. Dress and Attire

#### 1. Uniforms

Correctional and other uniformed employees' dress shall be governed by AD-11.64, "Uniformed Staff Policy." A uniformed employee shall display a neat, professional, fully dressed appearance in public while wearing the TDCJ uniform. Though it is understood that an employee must wear a uniform when traveling to and from work, uniforms shall not be worn during non-duty hours in a casual, unprofessional manner. An employee may not, under any circumstances, wear the uniform on the employee's day off or, at any time, wear only a part of the uniform (e.g., uniform shirt with jeans, uniform pants with casual shirt), unless wearing only a part of the uniform enhances the employee's duty performance and is approved by the warden.

#### 2. Jewelry

The only jewelry items males may wear while on duty are a wristwatch and one ring. The only jewelry items females may wear while on duty are a wristwatch, one ring, and one pair of stud-type earrings worn in the earlobes. No dangling or over-sized earrings shall be worn. Jewelry items shall not be worn on the facial area (e.g., earrings or studs in the nose, tongue, or eyebrow).

#### 3. Medical Alert Bracelet

An employee may wear a medical alert bracelet. The employee's supervisor may examine the bracelet to determine if it is a medical alert bracelet. A medical alert necklace is not an acceptable substitute for the bracelet and shall not be worn while on duty.

### B. Grooming

#### 1. Females

Grooming standards for female uniformed correctional staff and other uniformed female staff members are described and illustrated on the Uniformed Employee Grooming Standards (Attachment A).

a. Hair

Female uniformed staff shall wear their hair in a well-groomed manner. Hair shall not extend below the bottom of the uniform collar. Hair shall be cut or pinned close to the sides, top, and back of the head to achieve this standard. Hair color shall be of a natural shade such as blonde, brown, red, or black and may not be an unnatural shade such as purple, green, or other similar colors.

b. Fingernails

Fingernails shall not extend more than one-quarter inch beyond the tip of the finger, and fingernail jewelry is prohibited.

c. Makeup

Makeup shall not be extreme in nature (e.g., glittering).

2. Males

Grooming standards for male uniformed correctional staff and other uniformed male staff members are described and illustrated on the Uniformed Employee Grooming Standards.

a. Hair

Male uniformed staff shall wear their hair in a well-groomed manner. Hair shall be blocked or tapered, trimmed off the ears, and close to the sides, top, and back of the head. Hair shall not extend below the top of the uniform collar. Other methods to prevent the hair from extending below the top of the uniform collar, such as pinning or packing the hair, are unacceptable. Hair color shall be of a natural shade such as blonde, brown, red, or black and may not be an unnatural shade such as purple, green, or other similar colors.

b. Beards

Beards are prohibited. The only exception is if a male uniformed employee has a medically diagnosed skin disorder and a physician has prescribed the growth of minimal facial hair. In such case, the length of the facial hair shall not exceed one-quarter of an inch. If the skin disorder is permanent (e.g., pseudo folliculitis), only one physician's statement dated within six months of the request shall be required for the duration of employment. However, if the disorder is temporary, a physician's statement shall be required

every 90 calendar days for the duration of the disorder. The physician's statement(s) shall be submitted to the employee's warden/department head and placed in the employee's unit/department medical file.

c. Mustaches

Mustaches are permitted. However, the mustache shall be neatly trimmed and shall not extend over the top lip or vertically or horizontally beyond the corner of the mouth where the lips join. Handlebar mustaches are prohibited.

d. Sideburns

Sideburns are permitted; however, the sideburns shall be neatly trimmed and shall not extend below the middle of the ear. Sideburns of an exotic nature (e.g., muttonchops) are prohibited.

e. Fingernails

Fingernails shall not extend more than one-quarter inch beyond the tip of the finger. Fingernail jewelry and colored nail polish are prohibited.

III. Non-Correctional Employees

A. Appropriate Attire

While on duty, a non-correctional employee may wear either business casual or professional attire; however, the attire shall be appropriate, neat, and compatible with the business environment and shall not detract from the overall mission of the TDCJ.

Female non-correctional employees may wear sandals with straps that divide the toes along with a strap in back or across the sandal. Such sandals shall be professional in keeping with a business environment.

When an employee is on duty and the employee's job requires meeting members of the public sector and individuals or parties outside the TDCJ or attending an official function (other than a training session in which business casual attire is the normal attire), the employee is expected to wear appropriate professional attire.

On Fridays, employees may wear jeans and a business casual shirt/blouse. Employees attending meetings representing TDCJ or who have contact with the public shall dress in professional or business casual attire as appropriate. Jeans

shall be neat, clean, and in good repair (i.e., without holes, ragged edges, stains, or discolorations). This policy is not intended to preclude employees who have incidental contact with the public from substituting jeans and a business casual shirt/blouse with supervisory approval. Incidental contact includes an employee who has contact with the public during their visit to a TDCJ office or facility when the purpose of the public's visit is not to meet with the employee.

B. Inappropriate Attire

Attire that is not considered appropriate or compatible with the business environment includes, but is not limited to, the following:

1. Females
  - a. Dresses or skirts shorter than three inches above the middle of the knee while standing;
  - b. Any attire with a slit higher than three inches above the middle of the knee while standing;
  - c. Shorts of any length;
  - d. Capri pants shorter than three inches below the knee while standing;
  - e. Sweat suits, wind suits, or the pants of any such suit (unless the wearing of a sweat suit or wind suit by an employee assigned to a unit is job-related);
  - f. Any attire exposing the midriff, shoulder, or any portion of a feminine undergarment;
  - g. Any attire considered by a supervisor to be see-through, low-cut (in front or back), or tight-fitting;
  - h. Flip-flops or shower shoes (any sandal with the top portion consisting only of a strap that divides the toes); and
  - i. Jewelry items on the facial areas (e.g., earrings or studs in the nose, tongue, or eyebrow).

2. Males

- a. Shorts;
- b. Sweat suits, wind suits, or the pants of any such suit (unless the wearing of a sweat suit or wind suit by an employee assigned to a unit is job-related);
- c. Open-toe shoes; and
- d. Earrings of any kind.

C. Attire for Positions Requiring Physical Exertion

Division directors may grant written authorization to employees in positions with job duties that require **daily** physical exertion (e.g., moving filing cabinets, loading/unloading supplies, maintenance, or a training academy employee or trainee) to wear jeans, athletic clothing, or athletic footwear. Employees in positions with job duties that require **occasional** physical exertion may also be granted written authorization to complete a specified task on an as needed basis.

Any written modifications shall state the attire must be appropriate, neat, and compatible with a business environment.

D. Grooming

1. Females

Hair and fingernails shall be well-groomed, and makeup may not be extreme in nature (e.g., glittering). Hair color shall be of a natural shade such as blonde, brown, red, or black and may not be an unnatural shade such as purple, green, or other similar colors.

2. Males

Hair and fingernails shall be well-groomed and beards, mustaches, or sideburns shall be neatly trimmed and well-groomed. Hair color shall be of a natural shade such as blonde, brown, red, or black and may not be an unnatural shade such as purple, green, or other similar colors.

IV. Supplemental Policies

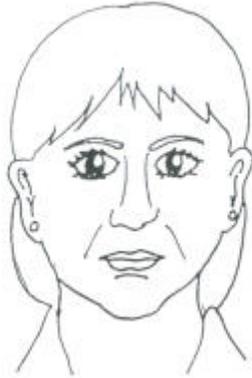
Supplemental dress and grooming policies or standards are not authorized. Division directors, wardens/department heads, managers, or supervisors may not set standards that exceed or diminish from the intent of this directive.

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Brad Livingston  
Executive Director

## UNIFORMED EMPLOYEE GROOMING STANDARDS

### FEMALES



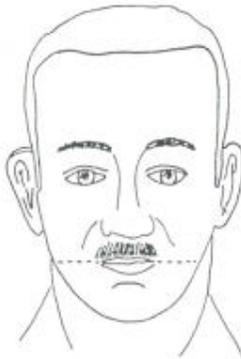
**HAIR:** Shall not extend below the bottom of the uniform collar.  
Shall be cut or pinned close to the sides, top, and back of the head to achieve this standard.



**MAKEUP:** Shall not be extreme in nature (e.g., glittering).

**JEWELRY:** One pair of stud-type earrings may be worn in the earlobes.

### MALES



**MUSTACHE:** Neatly trimmed.  
Shall be off the lip.  
Shall not extend beyond corners of mouth.  
Handlebar mustaches prohibited.

**BEARDS:** Not authorized except as stated in policy.



**HAIR:** Blocked or tapered up the back of the neck.  
Trimmed off the ears.  
Shall not extend below the top of the collar.

**SIDEBURNS:** Shall be neatly trimmed.  
Shall not extend below middle of the ear.  
Sideburns of an exotic nature (e.g., muttonchops) are prohibited.