
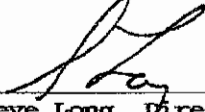


MISSOURI DEPARTMENT OF CORRECTIONS  
INSTITUTIONAL SERVICES  
POLICY AND PROCEDURE MANUAL

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IS2-1.1 Nonuniformed Staff Personal Appearance Effective: July 1, 2007

  
Terry Moore, Director  
Division of  
Adult Institutions

  
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Division of  
Offender Rehabilitative Services

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- I. PURPOSE: This procedure establishes personal appearance guidelines for staff who are not provided an issued uniform.
- A. AUTHORITY: 217.175, 217.404 RSMo
- B. APPLICABILITY: Each superintendent of any facility housing offenders under the jurisdiction of the Division of Adult Institutions or Division of Offender Rehabilitative Services will develop standard operating procedures based on the guidelines established herein.
- C. SCOPE: Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.

II. DEFINITIONS:

- A. None

III. PROCEDURE:

- A. Staff should be well groomed at all times when on duty.
1. Hair should not create a security, safety, or health problem.
- a. Hair will be neatly groomed.
- b. The length and bulk of the hair will not be excessive nor present a ragged, unkempt or extreme appearance.
2. Staff may grow facial hair, but such must be neatly trimmed and should not create a security, safety or health problem.
3. Jewelry may be worn if it does not create a security, safety or health problem and does not interfere with performance of duties.
- a. Earrings within institutions - post only for pierced

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- ears or clip-on.
- b. Adornments requiring piercing of the skin, worn in parts of the body other than the ear lobe, are not permitted.
- c. Ankle bracelets are not permitted.
- 4. Staff should follow good personal hygiene practices, including the use of deodorant.
- 5. Fingernails should be kept clean, neat and trimmed so that they do not interfere with the performance of duty.
  - a. Fingernail length should not create a security, safety, or health violation.
- 6. Perfume, cologne and aftershave should be worn in moderation.
- 7. Cosmetics should be worn in moderation.
- B. Clothing worn during work hours should be clean, neat and appropriate to the duties and responsibilities of the staff member.
  - 1. No staff member while in departmental identifiable garments (i.e. shirt with department shield, correctional center name, badge, etc.), except in an emergency, shall enter a place of business whose primary source of business is serving alcoholic beverages for immediate consumption.
  - 2. Staff shall not consume nor purchase alcoholic beverages while wearing departmental identifiable garments, whether on or off duty.
  - 3. Clothing should be worn in such a manner to ensure that it does not create a security, safety, or health problem.
  - 4. Clothing should not be tight, revealing nor transparent.
  - 5. Appropriate undergarments must be worn.
- C. The following items should not be worn:
  - 1. Flip-flops
  - 2. Shorts (exception - recreation staff may wear shorts when appropriate to their duties).

**IV. REFERENCE:**

- A. D2-11.8 Staff Personal Appearance

**V. ATTACHMENT SUMMARY:**

- A. None

vi. **HISTORY:** Previously covered by Division Rule 103.180 Employee Personal Appearance; Original Rule Effective: January 1, 1979; Revised: April, 1981, January 3, 1984, September 20, 1984, November 30, 1987, December 9, 1991.

- A. Original Procedure Effective: February 15, 1995
- B. Revised Effective Date: July 1, 2007