

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Policy: 112

Subject: Personal Appearance And Dress
Effective Date: February 8, 1982 **Review and Re-Issue Date:**
Supersedes: NEW **APA Rule Number:**

1. Authority:

1.1

2. Purpose:

2.1 OBJECTIVE

To establish guidelines for a standard of dress for Department employees, both uniformed and non-uniformed.

3. Applicability/Accessibility

3.1

4. Policy

4.1 INTRODUCTION

4.1.1 It is important for all employees of the Vermont Department of Corrections to be appropriately dressed while they are on duty. Good grooming presents an image to the public and is how we, as a Department, are perceived by the communities we serve. Good taste and common sense dictate how we should dress while on duty.

4.2 PROCEDURE FOR IMPLEMENTATION

4.2.1 This policy will be segmented into two sections

4.2.1.1 Dress Code For Uniformed Personnel

4.2.1.2 Dress Code For Non-uniformed Personnel

4.2.2 The following will be classified as uniformed personnel.

4.2.2.1 All Facility Custodial Personnel

4.2.3 The following will be classified as non-uniformed personnel

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- 4.2.3.1 All Central Office Staff
- 4.2.3.2 All Facility Superintendents
- 4.2.3.3 All Facility Assistant Superintendents
- 4.2.3.4 All Facility Treatment Staff
- 4.2.3.5 All Facility Recreation Staff
- 4.2.3.6 All Facility Vocational and Industry Instructors
- 4.2.3.7 All Volunteer Personnel
- 4.2.3.8 All Facility Office Personnel
- 4.2.3.9 All Probation and Parole Filed Service Personnel

4.3 Dress Code - Uniformed Personnel

- 4.3.1 **Shirts** - Each uniformed custodial staff will be issued shirts. Each shirt will have the Vermont Department of Corrections patch on the left sleeve, I.D. Badge, and shoulder bands.
- 4.3.2 **Trousers** - Each uniformed custodial staff will be issued trousers.
- 4.3.3 Shirts and trousers will be maintained in good repair, clean and neatly pressed at all times. Shirts are to be worn tucked inside trousers, and will only have the regulation Department of Corrections patch, I.D.Badge, and shoulder bands attached.
- 4.3.4 **I.D. Tags** - Each uniformed custodial staff will be issued I.D. Tags.
- 4.3.5 **I.D. Tags** are to be worn just above the wearer's right shirt pocket.
- 4.3.6 **Badges** - Each uniformed Department of Corrections staff personnel who has completed six months probation, will be issued a numbered Badge. The Badge is to be work above the left shirt pocket in the shirt re-enforcements designed to hold the badge pin.
- 4.3.7 **Shoulder Bands** - Each uniformed custodial staff will be issued one set of two tabs that will have the State Seal on each. Shoulder bands will be worn on both shoulders.
- 4.3.8 **Jackets** - Each uniformed custodial staff assigned to outside duties will be furnished a jacket.
- 4.3.9 **Footwear** - Will be dark solid color (preferably black), secure to the foot. (Examples of unacceptable footwear would include sneakers, clogs, sandals, or open-toed shoes of any style.)

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4.3.9.1 Footwear should be clean, in good repair with nonskid soles and reasonable heel height.

4.3.10 Belts - Will be a dark solid color (preferably black) with a small plain belt buckle. .

4.3.11 Socks - will be a solid color (preferably black).

4.3.12 Hosiery - Will be a solid color (preferably a light tan color.

4.3.12.1 Socks and/or hosiery will always be worn with the uniform.

4.3.13 Other Approved Insignia - Insignia and pins approved by the Commissioner indicating specialized training and commendations shall be worn above the I.D. Tag.

4.3.14 Ties - Supervisors are required to wear a clip-on neck tie except during the months of June, July, and August.

4.3.15 The uniform shirt, badge, and patch must be visible at all times. Therefore, sweaters and vests are not authorized. During periods of cold weather, undergarments may be worn to keep warm.

4.4 Dress Code – Non-uniformed Personnel

4.4.1 All Department of Corrections' personnel will dress in a professional manner. Clothing will be clean, neatly pressed, and in good repair. (Examples of inappropriate apparel would include dungarees, shorts, low-cut revealing shirts or blouses, and sneakers.) Badges and I.D. cards are to be shown for identification purposes. Name tags are to be worn when at the Facility or at Central Office.

4.5 SUMMARY

4.5.1 The Vermont Department of Corrections will issue standard uniforms to all custodial personnel as described in this policy. Uniforms issued to Department personnel will only be worn during official business hours.

4.5.2 Non-uniformed and uniformed staff will adhere to a professional code of personal appearance. Hair, beards, and, moustaches will be clean and neatly trimmed at all times. Length of hair and beards must be compatible with the use of gas masks or any other tactical equipment. Safety of staff is of primary importance. As such, personal attire and personal grooming must always recognize the safety factors of the individual work place.

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RESPONSIBILITY

Superintendent or Designee

ACTION

Develop and implement a procedure for maintenance and inventory of uniforms.
Develop and implement a procedure for inspection of appropriateness of dress.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants