

Executive Directive

PD-28, “Dress and Grooming Standards”



January 29, 2024 (rev. 8)
Supersedes August 19, 2022 (rev. 7)

Authority

1. Tex. Gov't Code §§ 493.001
2. Tex. Gov't Code 493.006–.007
3. Tex. Labor Code 21.1095
4. BP-02.08, “Statement of Internal Controls”

Applicability

Texas Department of Criminal Justice (TDCJ)

Employment At Will Clause

This directive does not constitute an employment contract or a guarantee of continued employment. The TDCJ reserves the right to change the provisions of this directive at any time.

Nothing in this directive limits the executive director’s authority to establish or revise human resources policy. This directive guides the operations of the TDCJ and does not create a legally enforceable interest for employees or limit the executive director’s, deputy executive director’s, or division directors’ authority to terminate an employee at will.

Policy

While on duty or in uniform, 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 cleanliness and good personal hygiene.

Definitions

The following terms are defined for the purpose of this directive and are not intended to be applicable to other policies or procedures.

“Athletic Footwear”

is designed to be worn for exercising, sports, or recreational activity and includes footwear such as gym shoes, sneakers, and running shoes.

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"Business Casual"

is attire less formal in nature, but remains appropriate in a conservative business setting, such as sport jackets, slacks, dresses, blouses, polo shirts, skirts, blazers, khakis, dress shirts, and sweaters. Attire should be neat, clean, and present a tidy appearance.

"Clique"

is a small group of people with shared interests or other features in common, who spend time together and do not readily allow others to join them.

"Conservative Attire"

is attire considered appropriate in a conventional business setting, including suits, dresses, dress shirts, dress pants, ties, and scarves.

"Extreme"

with regard to dress and grooming, is defined as against established norms for a conservative business setting.

"Good Repair"

is a condition without holes, untidy edges, excessive wear, stains, fading, or discoloration.

"Health Care Provider's Statement" (HCPS)

is a written statement from an attending health care provider that identifies: (a) the description associated with the injury or illness; (b) the expected duration of the injury or illness; and (c) if the statement is for the care of a family member, the type and duration of assistance required, and projected date that assistance will no longer be required. It is possible for a written statement from the attending health care provider to meet the requirements to be considered both an HCPS and a release to return to work. However, an HCPS does not automatically meet the requirements to be a release to return to work. Except for an HCPS provided in association with the virtual visit program administered through the Employees Retirement System of Texas, the HCPS shall include a signature, electronic signature, or stamp from an authorized individual.

"Security Threat Group" (STG)

is a group of inmates that has a well-organized structure, routinely uses violence, fear, and intimidation to further the group's prohibited activities, and that the TDCJ Correctional Institutions Division director determines poses a constant threat to the physical safety and security of staff, inmates, or the public.

"Street Gang"

is a criminal organization who commits criminal activity, recruits new members in urban, suburban, and rural regions across the United States, and develops criminal

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associations that expand the group's influence over criminal enterprises, particularly street-level drug sales.

"Tattoo"

is a permanent mark or figure fixed upon the body by insertion of pigment under the skin or by production of scars.

"Well-Groomed,"

regarding hair, beards, goatees, mustaches, or sideburns, is hair that is clean, neat, presents a tidy appearance, and meets the guidelines established herein.

Discussion

Appropriate dress and grooming present a professional image of the TDCJ and consistency of grooming standards among TDCJ personnel.

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

Clothing that is extreme or revealing in nature is prohibited. Clothing shall not convey a message offensive to others or display offensive language, logos, or symbols. Clothing or tattoos shall not include signs or symbols of apparent membership in an STG, street gang, or clique. Tattoos may be visible; however, visible tattoos shall not be offensive, sexually explicit, or include vulgar language, racial slurs, alcohol, or drug paraphernalia. Extreme facial tattoos are prohibited.

Employees are expected to maintain cleanliness and good personal hygiene. While on duty, any fragrance or odor, including body odor, which is extreme or offensive to others 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 on a case-by-case basis.

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Supervisors shall not discriminate on the basis of an employee's hair texture or hairstyle commonly or historically associated with race.

Any extreme haircut or style, such as a mohawk, is prohibited.

II. Uniformed Security Staff

A. Dress and Attire

1. Uniforms

Security staff's dress is governed by AD-11.64, "Uniformed Staff Policy." A uniformed employee shall display a neat and fully outfitted appearance in public while wearing the TDCJ uniform. Although 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 an unprofessional manner. An employee may not wear the uniform on the employee's day off or at any time wear only a part of the uniform, such as a uniform shirt with jeans, or uniform pants with a casual shirt, unless:

- a. Wearing only a part of the uniform enhances the employee's duty performance and is approved by the warden; or
- b. The employee is wearing the full Class A uniform as described by AD-11.64 to attend or participate in a ceremonial or TDCJ-recognized event, such as a funeral, on the employee's day off with advance supervisory approval.

2. Jewelry

While on duty, employees may wear one ring and a wristwatch or fitness tracker, if the device has no Internet, phone, photo, or recording capabilities. Females may also wear two pairs of stud-type earrings, worn in the earlobes, and one stud-type helix ear piercing, worn in the upper cartilage of the ear. No dangling or over-sized earrings shall be worn. Jewelry items such as rings, clamps, or beads shall not be worn in the hair. Jewelry items shall not be worn on the facial areas, such as rings or studs in the nose, tongue, cheek, lip, or eyebrow. Subdermal implants are prohibited.

3. Medical Alert Accessories

An employee may wear a medical alert bracelet or necklace, which the employee's supervisor may examine to verify that it is a medical alert bracelet or necklace.

B. Grooming Standards for Uniformed Security Staff

1. Females

a. Hair

Hair color shall be consistent with natural shades such as blonde, brown, auburn, grey, or black and styled in a well-groomed professional manner. Hair shall be clean, combed, and neatly trimmed or arranged. Longer hair styles, including braids, locks, and twists, shall be pulled up and away from the face and pinned close to the sides, top, and back of the head. At no time should an employee's hair extend below the bottom of the uniform collar. Unkempt hair is not permitted.

b. Fingernails

Fingernails shall not extend more than one-half inch beyond the tip of the finger. Fingernail jewelry is prohibited; however, any color of nail polish is allowed.

c. Makeup

Makeup shall not be extreme in nature, such as glittering.

2. Males

a. Hair

Hair color shall be consistent with natural shades such as blonde, brown, auburn, grey, or black and in a well-groomed professional manner. Hair shall be clean, combed, and neatly trimmed or arranged. Longer hair styles, including braids, locks, and twists, shall be pulled up and away from the face and pinned close to the sides, top, and back of the head. At no time should an employee's hair extend below the bottom of the uniform collar. Sideburns, mustaches, goatees, and beards are permitted and shall be

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neatly trimmed. Unkempt hair or facial hair is not permitted.

b. 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. Administrative and Other Non-Uniformed Employees

A. Appropriate Attire

While on duty, administrative and other non-uniformed employees may wear either business casual or conservative attire. The attire shall be appropriate, neat, and compatible with a business setting and shall not detract from the overall mission of the TDCJ.

When an employee is on duty and the employee's job requires meeting members of the public 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 conservative attire.

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

Female employees may wear sandals with straps that divide the toes along with a strap in back or across the sandal. Such sandals shall be in keeping with a business setting. Female employees may also wear tights or leggings if the upper part is covered by a skirt, top, or dress that is no shorter than three inches above the middle of the knee when standing.

The only facial piercing allowed for females in administrative, non-unit locations is one stud-type nose piercing.

B. Inappropriate Attire

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

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1. Females
 - a. Dresses or skirts shorter than three inches above the middle of the knee while standing;
 - b. Any clothing with a slit higher than three inches above the middle of the knee while standing;
 - c. Shorts of any length;
 - d. Pants shorter than three inches below the knee while standing;
 - e. Jeans or pants that are not neat, clean, and in good repair; specifically, with holes, untidy edges, stains, fading, discoloration, or sagging to expose undergarments;
 - f. Tights or leggings that are not covered by a skirt, top, or dress that is no shorter than three inches above the middle of the knee while standing;
 - g. 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;
 - h. Any clothing exposing the midriff, shoulder, or any portion of a feminine undergarment;
 - i. Any clothing considered by a supervisor to be see-through, low-cut in front or back, tight, clingy, or overly loose fitting;
 - j. Flip-flops, shower shoes, or any sandal with the top portion consisting only of a strap that divides the toes; and
 - k. Subdermal implants;
2. Males
 - a. Shorts;
 - b. Pants that sag, exposing undergarments, or with holes, untidy edges, stains, fading, or discoloration;

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- c. 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;
- d. Open-toed shoes;
- e. Any clothing exposing the midriff or shoulder;
- f. Any clothing considered by a supervisor to be see-through, low-cut in front or back, tight, clingy, or overly loose fitting;
- g. Jewelry items worn on the facial areas; for example, rings or studs in the nose, tongue, cheek, lip, or eyebrow; or earrings of any kind; and
- h. Subdermal implants.

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, such as moving filing cabinets, loading or 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 wear jeans, athletic clothing, or athletic footwear to complete a specified task on an as-needed basis.

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

D. Grooming

Hair and fingernails shall be well-groomed. Hair color shall be consistent with natural shades such as blonde, brown, auburn, grey, or black.

1. Females

Makeup shall not be extreme in nature, such as glittering.

2. Males

Beards, goatees, mustaches, or sideburns shall be neatly trimmed and well-groomed.

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IV. Exceptions

Athletic footwear shall not be worn except as provided in Section III.C, or unless an HCPS is provided. An HCPS dated within six months of the request will be required for the duration of employment. If approved by the respective Division Director, the footwear shall be neat, clean, and in good repair.

Hats and caps are considered inappropriate for the workplace, unless prior supervisory approval is received due to the work environment or climate conditions of the administrative employee's job, such as maintenance supervisor or industrial specialist positions. Head covers that are required for religious purposes in accordance with PD-15, "Religious Accommodation in the Workplace," or medical purposes in accordance with PD-14, "Americans with Disabilities Act and Employment of Persons with a Disability," are allowed.

V. Supplemental Policies

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

Bryan Collier
Executive Director