

FEBRUARY 2022 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS

EXECUTIVE DIRECTIVE:

PD-28 (rev. 6), “Dress and Grooming Standards”

- Revised Policy statement.
- Added definitions for Athletic Footwear, Clique, Conservative Attire, Good Repair, Health Care Provider’s Statement, Street Gang, and Tattoo; revised definitions of Business Casual, Common Use Area, Extreme, Security Threat Group, and Well-Groomed; and deleted definition of Professional Attire.
- Revised Discussion.
- Section I: Added street gang to list of prohibited signs or symbols; added language that visible tattoos are allowed but shall not be offensive, sexually explicit, or include vulgar language, racial slurs, alcohol, or drug paraphernalia; extreme facial tattoos are prohibited; and added that body odor considered extreme or offensive to others is prohibited.
- **II. Unformed Correctional Staff and Other Uniformed Employees**
 - Section II.A.1.b: Added language regarding the wearing of a full Class A uniform to attend or participate in a ceremonial or TDCJ-recognized event.
 - Section II.A.2: Revised to state that a wristwatch may be worn, as long as the wristwatch has no Internet, phone, photo, or recording capabilities; revised to state that females may wear two pairs of stud-type earrings in the earlobes and one stud-type helix ear piercing; added jewelry items shall not be worn in the hair; and added subdermal implants are prohibited.
 - Section II.A.3: Removed bracelet from section title and replaced it with accessories. Revised language to allow an employee to wear a medical alert bracelet or necklace; and the employee’s supervisor may verify that it is a medical alert bracelet or necklace.
 - Section II.A.4: Added language regarding the wearing of a fitness activity tracker.
 - Section II.B: Added reference to attachment for description and illustration of grooming standards; and added language regarding hair color.
 - Section II.B.1.b: Revised language to allow fingernail length to extend no more than one-half inch beyond tip of the finger; and added language that any color of nail polish is allowed.
 - Section II.B.2.b: Revised language allowing beards and goatees not to exceed one-quarter of an inch and prohibiting extreme precision shaves consisting of thin lines and line cuts. Deleted language regarding diagnosed skin disorders and health care provider’s statements allowing minimal facial hair.
 - Sections II.B.2.c-d: Removed references to handlebar mustaches and muttonchop sideburns.
- **III. Administrative and Other Non-Uniformed Employees**
 - Section III.A: Changed section title from “Non-Correctional Employees” to “Administrative and Other Non-Uniformed Employees.” “Professional attire” revised to “conservative attire.” Added guidelines for wearing tights or leggings; added language regarding athletic footwear; and added guidelines for wearing a hat, cap, or head cover.
 - Section III.B: Revised section regarding inappropriate attire.
- Attachment A: Updated images; revised language for consistency with directive.
- Grammatical and formatting updates made.