# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY</td>
<td>1</td>
</tr>
<tr>
<td>APPLICABILITY</td>
<td>1</td>
</tr>
<tr>
<td>EMPLOYMENT AT WILL CLAUSE</td>
<td>1</td>
</tr>
<tr>
<td>POLICY STATEMENT</td>
<td>1</td>
</tr>
<tr>
<td>DEFINITIONS</td>
<td>1</td>
</tr>
<tr>
<td>DISCUSSION</td>
<td>3</td>
</tr>
<tr>
<td>PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>I. General Provisions</td>
<td>3</td>
</tr>
<tr>
<td>II. Uniformed Correctional Staff and Other Uniformed Employees</td>
<td>3</td>
</tr>
<tr>
<td>A. Dress and Attire</td>
<td>3</td>
</tr>
<tr>
<td>1. Uniforms</td>
<td>3</td>
</tr>
<tr>
<td>2. Jewelry</td>
<td>4</td>
</tr>
<tr>
<td>3. Medical Alert Accessories</td>
<td>4</td>
</tr>
<tr>
<td>4. Fitness Activity Tracker</td>
<td>4</td>
</tr>
<tr>
<td>B. Grooming</td>
<td>4</td>
</tr>
<tr>
<td>1. Females</td>
<td>4</td>
</tr>
<tr>
<td>a. Hair</td>
<td>4</td>
</tr>
<tr>
<td>b. Fingernails</td>
<td>5</td>
</tr>
<tr>
<td>c. Makeup</td>
<td>5</td>
</tr>
<tr>
<td>2. Males</td>
<td>5</td>
</tr>
<tr>
<td>a. Hair</td>
<td>5</td>
</tr>
<tr>
<td>b. Beards and Goatees</td>
<td>5</td>
</tr>
<tr>
<td>c. Mustaches</td>
<td>5</td>
</tr>
<tr>
<td>d. Sideburns</td>
<td>5</td>
</tr>
<tr>
<td>e. Fingernails</td>
<td>5</td>
</tr>
</tbody>
</table>
III. Administrative and Other Non-Uniformed Employees ..........................................................6
   A. Appropriate Attire ...........................................................................................................6
   B. Inappropriate Attire .........................................................................................................7
      1. Females .......................................................................................................................7
      2. Males ........................................................................................................................7
   C. Attire for Positions Requiring Physical Exertion ............................................................8
   D. Grooming .......................................................................................................................8
      1. Females .......................................................................................................................8
      2. Males ........................................................................................................................8

IV. Supplemental Policies .....................................................................................................9

Attachment A Uniformed Employee Grooming Standards (08/22)
Attachment B Administrative, Non-Unit Female Employee Grooming Standards (08/22)
EXECUTIVE DIRECTIVE

SUBJECT: DRESS AND GROOMING STANDARDS

AUTHORITY: Tex. Gov’t Code §§ 493.001, 493.006–.007; 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 policy 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.

“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.

“Common Use Area” is an area in a unit or department accessible to all employees who are assigned to that unit or department, such as a break room or lobby area.

“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 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,” with regard to hair, beards, goatees, mustaches, or sideburns, is hair that is clean, neatly combed or brushed, 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.

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

II. Uniformed Correctional Staff and Other Uniformed Employees

   A. Dress and Attire

      1. Uniforms

         Correctional and other uniformed employees’ dress is governed by AD-11.64, “Uniformed Staff Policy.” A uniformed employee shall display a neat, conservative, 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, males and females may wear one ring and a wristwatch, 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.

4. Fitness Activity Tracker

An employee may wear a fitness activity tracker, such as a Fitbit, if the device has no Internet, phone, photo, or recording capabilities.

B. Grooming

Grooming standards for uniformed correctional staff and other uniformed staff members are described and illustrated in the Uniformed Employee Grooming Standards (Attachment A). Hair color shall be consistent with natural shades such as blonde, brown, auburn, grey, or black.

1. Females

   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.
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

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.

b. Beards and Goatees

Beards and goatees are permitted; however, the length of the facial hair shall not exceed one-quarter of an inch. Extreme precision shaves consisting of thin lines and line cuts are prohibited.

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.

d. Sideburns

Sideburns are permitted; however, the sideburns shall be neatly trimmed and shall not extend below the middle of the ear.

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. 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. With supervisor approval, an employee who has incidental contact with the public may wear jeans and a business casual shirt or blouse. Incidental contact includes an employee who has contact with the public during a visit to a TDCJ office or facility when the purpose of the visit is not to meet with the public.

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.

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

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

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.
B. Inappropriate Attire

Attire that is not considered appropriate or compatible with the business setting 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 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;
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.
IV. 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
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, such as glittering.

JEWELRY: Two pairs of stud-type earrings may be worn in the earlobes and one stud-type helix piercing (upper cartilage of the ear).

MALES

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

BEARDS & GOATEES
Shall not exceed one-quarter of an inch in length.
Extreme precision shaves consisting of thin lines and line cuts are prohibited.

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.

(08/2022)
One stud-type nose piercing.