


DEPARTMENT OF CORRECTION 	PRISONS	DIRECTIVE NUMBER: 122.02.01.001	PAGE NUMBER: 1 of 3
		SUBJECT: Non-Security Staff Appearance And Grooming Standards	Reviewed: 07-10-02 Revised: 10-28-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that all staff, security and non-security staff alike, shall present a professional appearance in their manner of dress and grooming while conducting official Department business or while working at any office, community work center, or facility operated or managed by the Board of Correction or Department of Correction.

01.01.00. Purpose

To ensure the safe and consistent operation of facilities, non-uniformed staff and volunteers are required to dress appropriately.

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03.00.00. REFERENCES

Department Policy 122, Security Staff And Non-Security Staff Grooming Standards And Dress Code.

04.00.00. DEFINITIONS

Board. The state Board of Correction.

Contractor. A person who has entered into a contract with the Board or Department, or a contract with the state of Idaho administered by the Board or Department to provide any service.

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Department. The state Department of Correction.

Facility. A building or residence, including the property and land where the building or residence is located, owned or leased and operated or managed by the Board or Department.

Facility Head. The person with primary responsibility to oversee, manage or operate a Department facility.

Staff. An employee of the Department of Correction, Division of Prisons.

Volunteer. A person who has volunteered or donated time or services to the Board or a Department operation or facility.

05.00.00. PROCEDURE

It is the responsibility of the facility head to ensure that staff present a professional appearance in their manner of dress and grooming while conducting official Department business.

Staff and volunteers should dress appropriately for the business environment.

Blue denim jeans are not permitted for anyone entering a facility that houses inmates. Exceptions may be made for contractors, at the discretion of the facility head, as long as they are escorted at all times.

Administrator, Operations Division

Date