

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Appearance and Dress		
<b>Policy Number:</b> 104.48	<b>Effective Date:</b> 10/05/2016	Page 1 of 5
<b>Authority:</b> Bryson/Poitevint	<b>Originating Division:</b> Administration Division	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:** It is the policy of the Georgia Department of Corrections to have an established policy on Appearance and Dress that applies to all employees, allows for the projection of an appropriate business image in the performance of job duties and outlines appropriate apparel for uniformed and non-uniformed employees. This policy also serves as notice that non-uniformed employees should not dress in a manner deemed to be excessively casual, overly provocative or revealing.

**II. Authority:**  
GDC Standard Operating Procedures (SOPs):

1. 104.47 Employee Standards of Conduct
2. 205.03 Personal Appearance for Uniformed Personnel (Facilities Operations)

**III. Definitions:**

- A. Non-uniformed employees: Persons employed by the Department who are not required to wear agency-issued clothing, insignia, or other distinguished attire in performance of an assigned duty.
- B. Uniformed employees: Persons employed by the Department who are required to wear a uniform, insignia, or other forms of clothing issued or directed for purchase and wear in performance of an assigned duty.
- C. Appointing Authorities: Wardens and individuals specifically designated by the Commissioner.

**IV. Statement of Policy and Applicable Procedures:**  
Employees working in the Department’s facilities or offices will dress as follows:

A. Non-Uniformed Employees:

1. The standard dress for non-uniformed employees is **Business Casual Attire** (see Attachment 1).
2. Any non-uniformed employee who represents the Department externally or at a formal internal presentation should dress in **Business Attire** (see Attachment 1) unless it is unsuitable for the occasion. For instance, business attire would be just as inappropriate for a ceremony held outside in the summer as casual attire would be for a legislative hearing, meeting at another agency or formal briefing to the Commissioner or the Board.

**Business Attire** is required to be worn by senior staff members (see note below) on days the Corrections Board is meeting in Forsyth.

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**Note:** The term senior staff, as used above, refers to the Chief of Staff, Assistant Commissioners, Executive Counsel, Director of Public and Governmental Affairs, Human Resources Director, Chief Accounting Officer, Chief Budget Officer, Chief Procurement Officer, Chief Information Technology Officer, and Chief of Engineering/Construction Services. For the purpose of these guidelines, it also refers to those support staff whose location is in the Commissioner’s office suite. Also, members of the senior staff, on days when they are attired in Business Casual Attire, are expected to have readily available the clothing required to change into Business Attire when required.

3. **Casual Attire** (see Attachment 1) may be worn by non-uniformed staff on Fridays. Staff working 10-Hour Days may dress in Casual Attire on Thursday if this is their last work day of the week.
4. **Dressing in a manner more formal than the normal attire of the day will not be grounds for disciplinary actions.**
5. **Revealing shirts, blouses, skirts, slacks or dresses are prohibited.**
6. **All shirts must be appropriate for the work environment and will not include language or graphics that are vulgar, sexually explicit, or may otherwise be offensive. Employees may not wear shirts with the logo of another agency, for-profit corporation or non-profit.**
7. Supervisors must ensure that employees dress appropriately for assigned work duties. Appointing Authorities may make routine exceptions to the required dress attire where the attire would not be conducive to an employee’s assigned work site or duties. The Appointing Authority must designate dress attire exceptions in writing and establish the acceptable attire standards. Work sites that may require an exception include a file room, mailroom, warehouse operations, computer installation/repair/troubleshooting, construction, maintenance, or farm operations.
8. There are occasions when management must solicit the assistance of the workforce in accomplishing certain manual tasks at the work site for special needs situations such as “spring cleaning” or moving. On these occasions, the Appointing Authority may approve a deviation from non-business/business casual attire.

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9. Non-uniformed employees shall not appear to be identifiable to the public as GDC employees (visible badge on belt, GDC-logo shirt or other apparel) in the following situations:
  - a. Performing duties as a private security or police officer not officially required by the Department;
  - b. Purchasing or consuming alcoholic beverages of any type- on or off duty- in any public establishment or establishment in which the general public has regular or routine access;
  - c. Consuming or transporting alcoholic beverages in any vehicle at any time; and
  - d. Attending or participating in any activity that might, even by misinterpretation, bring discredit to the Department if identified as a GDC employee.

**NOTE: This is not intended to apply to any Departmental Employee- on duty – verifying whereabouts, employment, or other status of an offender.**

10. Supervisors must monitor and control work units to ensure employees maintain a professional appearance each day. Supervisors at all levels should enforce this policy and take appropriate measures when necessary to ensure compliance.

**B. Uniformed Employees:**

1. Maintenance personnel, food services personnel, truck drivers, security personnel, tactical squad members, canine handlers, and other designated personnel must wear department issued uniforms while performing official duties of the Department.
2. Department personnel will not appear in uniform in the following situations:
  - a. When performing as a private security officer or police officer when those duties are not officially required by the Department;
  - b. At social or athletic events that are held off Department property and are not officially sponsored by the Department;
  - c. When purchasing or transporting alcoholic beverages or other intoxicants;

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- d. While consuming alcoholic beverages or other intoxicants in public establishments or in other places where the general public has regular access; and
  - e. Attending or participating in any activity that might, even by misinterpretation, bring discredit to the Department if identified as a GDC employee.
3. Uniformed employees may not wear insignia, pins, ornaments or decals of any kind on their uniforms that have not been issued by the Department.
4. Correctional Officers may appear in uniform at ceremonies approved by their Appointing Authority such as graduations, funerals, and civic events.
5. Neck Ties:
  - a. Uniformed employees who work in a facility or serve as a detail officer or transfer officer may wear a neck tie as a part of their work apparel.
  - b. Uniformed employees must wear neck ties when attending a function away from the facility, apart from outside detail duty, where wearing the uniform is required by the Department, e.g., appearing in court as a witness for the Department, serving as part of an honor guard or any other formal or public ceremony. See SOP No. 205.03.

**NOTE: Uniformed Employee will comply with SOP 205.03, “Personal Appearance of Uniformed Personnel”.**

**C. All Employees:**

1. Approved beards and moustaches must be kept neatly trimmed. Fingernails and hair styles should not be flamboyant in style, shapes, colors or other features. Hair will be clean, combed and neatly trimmed or styled. The hairstyle should be appropriate to the work setting and not interfere with the work to be performed, create a safety hazard, or cause distractions in the work place.
2. Jewelry and other accessories will be appropriate for the work setting and not create a safety hazard or cause other distractions.
3. Supervisors at all levels are responsible to maintain the dress standards in this policy. Appointing Authorities should use this procedure as their base to establish and maintain acceptable appearance standards.

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4. Appointing Authorities will make reasonable efforts to accommodate an employee's written request to wear a garment or ornament required by religious belief, principle, or tenet that is contrary to this procedure or local directive. The Appointing Authority will consider health and safety issues and efficiency of performance regarding accommodation requests. Appointing Authorities should contact Director, Human Resources and Legal Services prior to accommodating any request submitted.

**V. Attachments:**

Attachment 1 - Attire Standards

**VI. Record Retention of Forms Relevant to this Policy: None**