



# Virginia Department of Corrections

## Human Resources

### Operating Procedure 105.3

#### *Non-Uniformed Employee Dress Code*

#### **Authority:**

Directive 105, *Employee Uniforms and Identification Cards*

**Effective Date:** January 1, 2023

#### **Amended:**

#### **Supersedes:**

Operating Procedure 105.3, January 1, 2020

**Access:**  Restricted  Public  Inmate

#### **ACA/PREA Standards:**

None

|                       |  |                               |         |
|-----------------------|--|-------------------------------|---------|
| <b>Content Owner:</b> | Lucinda Childs-White<br>Director of Human Resources                    | <i>Signature Copy on File</i> | 9/6/22  |
|                       |  | Signature                     | Date    |
| <b>Signatory:</b>     | Joseph W. Walters<br>Deputy Director for Administration                | <i>Signature Copy on File</i> | 9/8/22  |
|                       |  | Signature                     | Date    |
| <b>Signatory:</b>     | H. Scott Richeson<br>Deputy Director of Programs, Education, & Reentry | <i>Signature Copy on File</i> | 9/26/22 |
|                       |  | Signature                     | Date    |
| <b>Signatory:</b>     | A. David Robinson<br>Chief of Corrections Operations                   | <i>Signature Copy on File</i> | 9/29/22 |
|                       |  | Signature                     | Date    |

### **REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

*The content owner reviewed this operating procedure in January 2024 and determined that no changes are needed.*

### **COMPLIANCE**

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

## Table of Contents

|  |   |
|--|---|
| DEFINITIONS .....  | 3 |
| PURPOSE .....  | 4 |
| PROCEDURE.....   | 4 |
| I.    Positive Impressions.....  | 4 |
| II.   Applicability.....   | 4 |
| III.  Compliance .....   | 4 |
| IV.  Minimum Expectations for Employee, Intern, and Volunteer Appearance ..... | 4 |
| V.    Secure Facilities .....  | 5 |
| VI.  Probation and Parole Districts.....                                       | 5 |
| VII.  Modifications During Emergencies and Other Unusual Events.....           | 5 |
| REFERENCES.....  | 5 |
| ATTACHMENTS .....  | 5 |
| FORM CITATIONS .....   | 5 |



## DEFINITIONS

**Employee** - A person who is paid by the Department of Corrections on an hourly, salaried, or contractual basis, or who is paid by another state agency or outside vendor for working in a position within DOC or in a position that supervises inmates or CCAP probationers/parolees.

**Intern** - An individual who is undergoing supervised practical training and is serving an internship to advance their area of study without compensation from the DOC; interns receiving compensation from the DOC are considered employees and will be managed in accordance with their employment status.

**Official Visitor** - A visitor who may be an employee of another agency or another DOC facility or unit, a private vendor, or an individual who is present for a purpose other than offender visitation.

**Organizational Unit Head** - The person occupying the highest position in a DOC unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit e.g., Human Resources, Offender Management, Internal Audit.

**Program Visitor** - A citizen volunteer who provides a one-time, on call, or single task voluntary service.

**Volunteer** - Any citizen of the community who, of their own free will, provides goods or services to the DOC without any financial gain.



**PURPOSE**

This operating procedure provides guidelines to assist non-uniformed staff in presenting a professional appearance in support of the Department's Vision, Mission, and Values while representing the Department of Corrections (DOC).

**PROCEDURE**

- I. Positive Impressions
  - A. Each employee, intern, and volunteer is a representative of the DOC.
  - B. Whether it is daily interactions with co-workers or representing the DOC to the public, a professional and respectful demeanor and appearance are the expectation.
- II. Applicability
  - A. This operating procedure applies to all non-uniformed employees, interns, and volunteers representing the DOC at the DOC Headquarters, the Academy for Staff Development, a Regional Office, Facility, Probation and Parole Office, or representing the DOC to other agencies or the public.
  - B. Staff who are issued a uniform must comply with Operating Procedure 105.1, Employee Uniforms.
  - C. Operating Procedure 851.1, *Visiting Privileges*, governs inmate/probationer/parolee visitor attire.
  - D. At the discretion of the Organizational Unit Head or designee (generally Assistant Unit Head, Administrative Duty Officer, or Shift Commander), waivers to the requirements of this operating procedure may be granted to official visitors, program visitors, contractors, vendors, and others who will not have unescorted contact with inmates or probationers/parolees.
  - E. Employees and interns who are scheduled to attend meetings or events with persons from outside the DOC are required to dress in business attire commensurate with the occasion.
- III. Compliance
  - A. Compliance with these requirements is expected at all times an employee, intern, or volunteer is representing the DOC or participating in any DOC related activity.
  - B. Supervisors have discretion to occasionally relax the dress code for training, special work assignments, special occasions, fund raising events, and for personnel who work during weekends, holidays, and after normal business hours with no public contact.
  - C. Supervisors are accountable to ensure employee, volunteer, and intern compliance with these expectations.
- IV. Minimum Expectations for Employee, Intern, and Volunteer Appearance
  - A. Employees, interns, and volunteers are expected to be neat, clean, and dressed appropriately for the work setting.
  - B. The following indicate unacceptable appearance:
    - 1. Frayed, torn, ragged, soiled, or wrinkled clothing.
    - 2. Clothing that displays anything of an obscene or offensive nature.
    - 3. See-through, revealing, low-cut, or gaping clothing that reveal breasts, midriff, stomach, back, or undergarments.
    - 4. T-shirts, tank tops, halter tops, spaghetti straps (unless worn with a sweater or jacket), and midriff tops.
    - 5. Backless dresses, strapless dresses, and spaghetti-strapped dresses (unless worn with a sweater or jacket).



6. Blue denim clothing or any clothing/attire similar to approved inmate or CCAP probationer/parolee wear.
7. Any type of shorts, such as cut-off shorts, Bermuda shorts, and short shorts.
8. Sweat shirts, sweat pants, workout clothes, pajamas, and lounge wear.
9. Leggings unless covered by clothing that would be acceptable if the leggings were not being worn.
10. Camouflage clothing.
11. Bedroom slippers and flip-flops.

#### V. Secure Facilities

- A. Non-uniformed staff entering the security perimeter of a DOC facility are limited to one screw-on, clip-in, or post earring per ear not to exceed 6 mm or ¼ inch in diameter worn in the ear lobe only (no hoop type earrings or gauges/plugs/tapers/tunnels).
- B. Jewelry piercings or other ornamentation to or through visible areas of the skin (to include the tongue, lips, inside of the mouth, and other visible surfaces of the body) are prohibited in secure facilities.
- C. Handbags, wallets, electronic devices, and other items are limited when entering a secure facility; see Operating Procedure 445.1, *Screenings and Searches of Inmate and CCAP Probationer/Parolee Visitors*, and the *Allowable Personal Items List* attachment to that operating procedure for additional information.

#### VI. Probation and Parole Districts

- A. Staff in a Probation and Parole (P&P) Office are expected to comply with this operating procedure.
- B. Appropriate business attire is required for Court appearances and other professional settings.
- C. While making field visits, P&P staff should wear appropriate business casual attire such as denim (including blue), khaki-style, or cargo/BDU style pants that are not stained, frayed, torn, ragged, soiled, nor excessively tight.
- D. Blue jeans may be worn in the P&P Office only as incidental to departure for or return from field visits.

#### VII. Modifications During Emergencies and Other Unusual Events

During a declared State or National Emergency or other unusual events, the Director or designee may modify this operating procedure to include additional restrictions or requirements in the interest of public health and safety, including but not limited to requiring face coverings or other personal protective equipment be worn in the workplace and facial hair be trimmed or shaved to achieve a good face mask seal.

### REFERENCES

Operating Procedure 105.1, *Employee Uniforms*

Operating Procedure 445.1, *Screenings and Searches of Inmate and CCAP Probationer/Parolee Visitors*

Operating Procedure 851.1, *Visiting Privileges*

### ATTACHMENTS

None

### FORM CITATIONS

None

