



Operating Procedure

Effective Date March 1, 2018	Number 105.3
Amended 5/1/18, 6/1/18, 10/1/18	Operating Level Department
Supersedes First Issue	
Authority COV §53.1-10	
Subject DOC OPERATIONS NON-UNIFORMED EMPLOYEE DRESS CODE	
ACA/PREA Standards None	
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Office of Primary Responsibility Regional Operations Chiefs	

I. 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 in a Regional Office, facility, or Probation and Parole District.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. 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 offenders

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 shall 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 (i.e. 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

IV. PROCEDURE

A. Positive Impressions

1. Each employee, intern, and volunteer is a representative of the Department of Corrections.
2. Whether it is daily interactions with co-workers or representing the DOC to the public, a professional demeanor and appearance are the expectation.

B. Applicability

1. This operating procedure applies to all non-uniformed DOC employees, interns, and volunteers while representing the Department of Corrections in a Regional Office, facility, or Probation and

Parole District.

2. Other units such as DOC Headquarters and the Academy for Staff Development may develop alternate requirements specific for their location.
3. Staff who are issued a uniform shall comply with Operating Procedure 105.1, *Employee Uniforms*.
4. Offender visitor attire is governed by Operating Procedure 851.1, *Visiting Privileges*.
5. At the discretion of the Organizational Unit Head or designee (generally Assistant Unit Head, 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 offenders.
6. Employees and interns who are scheduled to attend meetings or events with personnel from outside the Department are required to dress in business attire commensurate with the occasion.

C. Compliance

1. 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.
2. Supervisors have discretion to occasionally relax the dress code for special occasions, fund raising events, and personnel who work during weekends, holidays, and after normal business hours with no public contact.
3. Supervisors should coach employees and interns regarding their work appearance as needed to foster their professional development.
4. Supervisors are accountable for employee and intern compliance with these expectations.

D. Minimum expectation for employee, intern, and volunteer appearance:

1. Employees, interns, and volunteers are expected to be neat, clean and dressed appropriately for the work setting.
2. The following indicate unacceptable appearance:
 - a. Frayed, torn, ragged, soiled or wrinkled clothing
 - b. Clothing that contains anything of an obscene or offensive nature
 - c. See-through, revealing, low-cut or gaping clothing that reveals breasts, midriff, stomach, back or undergarments
 - d. T-shirts, tank tops, halter tops, spaghetti straps (unless worn with a sweater or jacket) and midriff tops
 - e. Backless dresses, strapless dresses, spaghetti-strapped dresses (unless worn with a sweater or jacket)
 - f. Blue denim clothing or any clothing/attire similar to approved offender wear
 - g. Any type of shorts, such as cut-offs shorts, Bermuda shorts, and short shorts
 - h. Sweat shirts, sweat pants, leggings unless appropriately covered, workout clothes, pajamas, or lounge wear
 - i. Camouflage Clothing
 - j. Bedroom slippers, flip-flops
 - k. With the exception of authorized uniformed security staff, head wear should not be worn indoors

E. Secure Facilities

1. Non-uniformed staff entering secure perimeter of a DOC facility are limited to one screw-on, clip-in, or posted earring per ear not to exceed 6 mm or ¼ inch in diameter (no hoop type earrings or gauges/plugs/ tapers/tunnels) in the ear lobe only.
2. 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.

3. Handbags, wallets, electronic devices, and other items are limited when entering a secure facility; see Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*, and the *Allowable Personal Items List* attachment to that operating procedure for additional information.

F. Probation and Parole Districts

1. Staff in a Probation and Parole Office are expected to comply with this operating procedure.
2. Appropriate business attire is required for Court appearances and other professional settings.
3. 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.
4. Blue jeans shall not be worn in the P&P Office except as incidental to departure for or return from field visits.

V. REFERENCES

Operating Procedure 105.1, *Employee Uniforms*

Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*

Operating Procedure 851.1, *Visiting Privileges*

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

Signature Copy on File

Jamilla F. Burney-Divens, Regional Operations Chief Date

Signature Copy on File

George M. Hinkle, Regional Operations Chief Date

Signature Copy on File

Henry J. Ponton, Regional Operations Chief Date

Signature Copy on File

A. David Robinson, Chief of Corrections Operations Date

1/18/18