

# State of Iowa Department of Corrections

## Policy and Procedure

Policy Number: CBC-HRU-02  
Applicability: CBC  
Policy Code: Public Access  
Iowa Code Reference: N/A  
Chapter 12: COMMUNITY-BASED CORRECTIONS  
Sub Chapter: HIGH RISK UNIT (HRU)  
Related DOC Policies: N/A  
Administrative Code Reference: N/A  
Subject: HRU UNIFORM DRESS, APPEARANCE, AND GROOMING  
PREA Standards: N/A  
Responsibility: Sally Kreamer  
Effective Date: September 2024  
Authority:

### 1. PURPOSE

To provide standards for dress, appearance and grooming for the HRU Officers of the Iowa Department of Corrections (IDOC).

### 2. POLICY

Professionalism is a primary goal of the IDOC and is enhanced by appropriate personal appearance. The appearance of all employees is significant to the efficient and effective operation of a correctional program.

### 3. PROCEDURES

#### A. Personal Appearance

1. Officers will present themselves in a professional manner. All clothing will be neat, clean and fit properly. Any concerns will be addressed by the immediate supervisor.

2. Although dress requirements may vary depending upon the work activity, all employees are expected to arrive at work dressed and well-groomed in a manner that creates a positive impression of the District.
3. Employee attire must be appropriate for, and contribute to, a professional work environment. Clothing must be properly fitted, neat, clean, in good condition, and in good repair.
4. Employees do not wear clothes which are soiled, tattered, or torn.
5. HRU Officers may wear a plain black hat/cap or hat/cap approved by HRU Supervisor.

## **B. Head and Facial Hair**

1. Hair must be clean, neat and well groomed. It may be worn in a contemporary style. The bulk or length of the hair must not interfere with the normal wearing of all standard headgear.
2. Hair shall be orderly groomed and shall not deflect or detract from the wearing of the Department uniform.
  - a. Female Officers will wear their hair in a style not below the shoulder blades in the back. In the front, female officers will ensure that their hair does not interfere with their vision.
  - b. Male Officers will wear their hair in a style not more than medium length and fullness.
  - c. Male Officers will have neatly trimmed sideburns with straight lines.
3. Neatly trimmed facial hair may be worn.
4. Wigs or hairpieces are permitted.

## **C. Clothing Requirements**

1. Only state issued or authorized personally purchased uniforms shall be worn. The district shall be responsible to purchase the required uniform items, ensure they are properly maintained and are not altered except for the purpose of proper fit. The DOC will provide a class "A" uniform which consists of one black long sleeve shirt, one pair black pants and one black tie. Also provided, at

minimum, will be 2 short sleeve shirts, 2 long sleeve shirts, 4 pairs of pants, 1 pair of boots/shoes for the everyday uniform.

2. Pants shall be purchased through IPI. Pants shall be earth-toned (i.e. black, khaki, olive drab green, and charcoal gray)
3. Shirts shall be purchased through IPI. Shirts shall be black, but can wear gray in the summer.
4. No accessories other than authorized emblems, rank devices shall be worn on the uniform at any time.
5. The Badge shall be worn on the left chest.
6. Boots/Shoes shall be purchased through a state approved vendor and authorized by the HRU Supervisor.

#### **D. Wearing of Uniforms**

1. The following uniforms shall be worn by HRU Officers:
  - a. Class "A": May be worn for appropriate work-related formal occasions. Officers may make District Court appearances in black slacks, a dress shirt and tie. See **CBC-HRU-02**, *Class A Uniform Addendum* for approved options. Firearms and badges may also be worn.
  - b. Class "B": Everyday/Tactical Uniform - to be worn when doing Parole/Probation checks at night or serving warrants.
  - c. Class "C": Civilian or military clothes - it is recognized that on rare occasions, for example while performing surveillance, serving warrants and/or working closely with law enforcement, it may be necessary to avoid a uniformed presence. Officers are also allowed to wear appropriate civilian attire while attending training sessions. Unless otherwise authorized, HRU Officers will adhere to District dress code policies while in pay status.
2. HRU Officers will be required to wear Class "B" uniform at all times unless specifically authorized by policy or by the HRU Supervisor.
3. All uniforms will be worn in a dignified police manner, and as specified by the HRU Supervisor.
4. HRU Officers may wear Department issued awards and designations on their Class "B" uniform.

5. HRU Officers may wear hash marks on long sleeve shirts and jackets. Each hash mark shall represent four years of service.
6. HRU Officers will be initially issued a complete set of uniforms and acknowledge receipt of all items by signing a receipt form. High Risk Officers will then receive a uniform/equipment allotment of up to \$500 once per year and be responsible for maintaining their own uniforms and equipment. This does not include radios, body armor, or Department issued weapons. (Note: This transition to the Class A and Class B uniforms as stated above will happen through attrition and over time as district budgets allow.)
7. Protective Ballistic Vests (Level IIIA) will be issued to all HRU Officers. All Officers shall wear their issued protective vests at all times while conducting field work in Class "B" uniform or when serving arrest warrants.

#### **E. Request to Change Clothing, Grooming or Hygiene**

The Supervisor has the authority to require an employee to leave the work site in order to re-dress, re-groom, or otherwise bring themselves into compliance with this policy. The time away from their duties subsequent to the Supervisor's request is non-paid time. The employee may choose to utilize accrued vacation, compensatory time, or have an adjusted work schedule to not lose pay or make up the work time.