

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

Policy Number: AD-PR-20

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: [904.303](#)

Chapter 1: Administration & Management

Sub Chapter: Personnel

Related DOC Policies: IO-SE-20

Administrative Code Reference: NA

Subject: Uniform Dress, Appearance, and Grooming

PREA Standards: NA

Responsibility: Nick Lamb

Effective Date: January 2025

Authority:

### **1. PURPOSE**

To provide standards for dress, appearance and grooming for the employees 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.

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- C. Clothing – Maintenance, Dietary, Building Service

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### **3. PROCEDURES**

#### **A. Personal Appearance – All Staff**

1. Staff 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. Identification Cards and Badges
  - a. The IDOC identification card is worn for the purpose of staff identification in case of emergencies.
  - b. It shall be checked as employees enter and leave the institution to preclude allowing unauthorized persons in, and prevent unauthorized individuals from exiting the institution.
  - c. Identification cards shall be appropriately worn and visible with the photo, state seal and name to the front while on duty unless specific exceptions are authorized by institution procedures in which case the ID must be in the possession of the employee.
  - d. Badges shall be issued upon completion of New Employee Training (NET)
  - e. When staff resign from their position, they shall return the badge to the issuing institution. Those staff retiring from state service shall be allowed to retain their issued badge.
  - f. IDOC issued badges shall be worn or displayed only during work related functions or during travel to and from work related functions.
  - g. Uniformed Security Staff shall wear the issued badge and belt holder on the right front of the uniform belt/duty belt.

- h. All other staff shall wear the IDOC issued badge on the right front of a belt or on a breakaway lanyard around the neck. The Warden may allow certain staff to not wear the issued badge based upon the nature of the position. I.E. Maintenance Staff, Health Care Staff, etc.

### 3. Body Piercing and Markings

- a. The only piercings allowed of exposed areas shall be the ears, cheek and nose. Employees may wear no more than two earrings per ear and one small stud in nose or cheek. Tongue rings/posts are not allowed.
- b. Body markings/art that is contrary to the Iowa Department of Corrections mission and values must be covered at all times.

## **B. Clothing Requirements - Uniformed Security (Captains, Sergeants, and Officers)**

- 1. Only state issued or authorized personally purchased uniforms shall be worn. The institution 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. Institutions at a minimum will provide 3 shirts, 3 pants, 1 coat, 1 stocking hat, 1 baseball hat or bucket hat.
- 2. Uniforms are not to be worn during off duty except to and from work. This means from the employee's home to work and from work back to the employee's home or at brief stops along the way strictly for purchases other than alcohol. The uniform, either in part or in whole, shall not be worn in any establishment whose primary business is selling alcoholic beverages for consumption on premises. The Warden, in an escape or other emergency response action, may direct employees to those establishments.
- 3. Staff may choose to purchase additional uniform attire with prior approval by the Associate Warden of Security.

#### 4. Shirts

Issued BDU and Polo Shirts shall be clean and pressed at all times, tucked in, and all buttons, except for the top button, shall be buttoned.

#### 5. Undershirts

- a. T-shirts worn under the uniform shirt shall be white, sand or black in color. Staff may choose to wear a long sleeve shirt however that shirt must be black, fitted to the arms and material that is wind/weather resistant.
- b. A modification to the uniform requirements may be allowed during pregnancy. Pregnant, uniformed, security staff may wear khaki or black maternity shirt and black or tan maternity pants.

#### 6. Coats

No personal coats or jackets shall be worn by uniformed security staff, unless authorized by the Warden.

#### 7. Accessories

No accessories other than authorized emblems, rank devices shall be worn on the uniform at any time.

#### 8. Socks

Socks shall be black. Employees wearing boots are not required to wear black socks as long as the socks are not visible.

#### 9. Winter Scarf

A black winter scarf may be worn.

#### 10. Gloves

Gloves may be worn but must be brown or black in color.

#### 11. Name Tags/Plates

Name tags/plates (if worn) shall be worn on the right breast pocket flap.

#### 12. Shoes

All shoes or boots shall be solid black. Boots shall be round toed boot.

#### 13. Vest/Sweaters

You are approved to wear plain black cardigan or pullover sweater including "military style". See **AD-PR-20 Uniform Addendum** for approved options. These items can only be worn as an outer garment not as a replacement of the uniform shirt. No hooded sweatshirts allowed.

#### 14. Belts

Staff may purchase their own black duty belt.

### **C. Clothing - Maintenance, Dietary, Building Service, Warehouse**

1. Shirts, Coats and Pants; annual review and replace as needed.
2. Shoes bi-annual review with reimbursement up to two hundred dollars (\$200).

- a. Shirts

Issued work shirts shall be clean, tucked in, and all buttons, except for the top button, shall be buttoned.

- b. Coats

Black coats will be issued by the facility for staff.

- c. Pants

Issued work pants shall be clean. Rips, tears or stains to be reviewed by Supervisor as needed.

d. Shoes

- 1) Kitchen staff assigned to dietary are required to wear slip resistant footwear.
- 2) Kitchen staff assigned to dietary that are pushing/pulling enclosed meal carts are required to wear slip resistant and safety toe footwear.
- 3) Building Service and Warehouse staff assigned tasks to push/pull pallet jacks or other heavy-duty carts are required to wear safety toe footwear.
- 4) Maintenance staff are required to wear safety toe footwear.

**D. Health Care Staff**

1. Only state issued or authorized personally purchased nursing scrubs shall be worn.
2. Healthcare staff are permitted to wear closed toe shoes.
3. The institution shall be responsible to purchase three state issued nursing scrubs to include three scrub tops and three scrub bottoms.
4. As optional attire for warmth, staff who wear scrubs may wear undershirts or scrub jackets.
5. Fleece, hoodies, leggings, BDUs, and other non-scrub attire are not permitted.
6. A modification to the nursing scrubs requirement may be allowed during pregnancy.
7. Expense reimbursement is not permitted for personally purchased nursing scrubs.

**E. 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. Neatly trimmed facial hair may be worn.
3. Beards and goatees which interfere with wearing a protective mask, required headgear or a respirator shall not be worn by those designated to wear this equipment. (Refer IDOC Policy **IO-SE-20** *Respirator Program*)
4. Wigs or hairpieces are permitted.

#### **F. Clothing - Other Staff Not Issued a Uniform**

Staff are expected to wear clothing appropriate for a business casual environment and work responsibilities. It is expected that staff will adjust their attire when work responsibilities require formal representation of the Iowa Department of Corrections. (Such as but not limited to: BOP hearings, meetings with outside entities, tours to include any formal event.) Any concerns will be addressed by the immediate supervisor.

#### **G. Casual Days**

The Warden at each institution may allow casual days. This will be for all staff. Uniformed Security staff shall bring a uniform to change into if necessary. Casual days will be in conjunction for a fundraiser to a designated charity.

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Replaces Policies PR-II-22 and PR-II-30.

Origination Date: March 2006. Revised: May 2006, June 2006, Aug. 2006, March 2007, April 2007, March 2008, April 2008, Sept. 2008, Aug. 2009, Nov. 2009, Feb. 2012, Nov. 2013, April 2014, April 2015, April 2016, Feb. 2017, March 2017, June 2017, May 2018, June 2021, Aug. 2021, April 2022, Dec. 2022, April 2024, Jan. 2025.