

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 09/20/2021	NUMBER 02.03.104
SUBJECT GROOMING REGULATIONS - EMPLOYEE	SUPERSEDES 02.03.104 (11/11/1991)	
AUTHORITY MCL 791.203; Appropriate Collective Bargaining Agreements		
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POLICY STATEMENT:

Grooming regulations for Michigan Department of Corrections (MDOC) employees shall be established as set forth in this policy directive.

RELATED POLICIES:

- 02.03.103 Employee Uniforms
- 02.03.120 Grooming Standards: Special Alternative Incarceration (SAI) Staff and Corrections Transportation Officers (CTO)

POLICY:

- A. Grooming standards for Special Alternative Incarceration (SAI) staff and Corrections Transportation Officers (CTO) are set forth in 02.03.120 "Grooming Standards: Special Alternative Incarceration (SAI) Staff and Corrections Transportation Officers (CTO)."
- B. Administrators, Wardens, and Field Office Administration (FOA) Regional Managers shall insist on appropriate grooming and apparel, giving reasonable consideration to job responsibility, role model, working environment, and prevailing fashions.
- C. All Department employees shall reflect an appearance compatible with their role to encourage a favorable public image and a positive effect upon prisoners, parolees, and probationers. Certain employees are required to wear a specific uniform, as outlined in PD 02.03.103, "Employee Uniforms," but all employees are expected to be attired and groomed in a manner consistent with their professional status.
- D. Where required, uniforms must be worn properly and maintained in a clean, neat, and serviceable condition. All jewelry shall be professional in appearance. Employees working in correctional facilities shall be limited to wear a small, non-dangling, stud post type earring consisting of one earring per ear, and one small, non-dangling, stud post type earring may be worn in the nose. Neat, clean, and well-groomed appearance of hair and beards is required.

OPERATING PROCEDURES

- E. If necessary, to implement the requirements set forth in this policy directive, Administrators shall ensure operating procedures are developed or updated.

APPROVED: HEW 08/02/2021