

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 09/20/2021	NUMBER 02.03.120
	SUBJECT GROOMING STANDARDS: SPECIAL ALTERNATIVE INCARCERATION (SAI) STAFF AND CORRECTIONS TRANSPORTATION OFFICERS (CTO)	
SUPERSEDES 02.03.120 (06/28/1993)		AUTHORITY MCL 791.203
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POLICY STATEMENT

Grooming standards for staff working in the Special Alternative Incarceration (SAI) program and Corrections Transportation Officers (CTO) shall be established as set forth in this policy directive.

RELATED POLICIES:

- 02.03.103 Employee Uniforms
- 02.03.104 Grooming Regulations - Employee

POLICY:

- A. All employees assigned to SAI and CTOs shall comply with the grooming standards set forth in this policy.

All Uniformed Custody Staff and Public Works Component Staff

1. General Personal Grooming
 - a. Hair will be neatly trimmed, clean, and combed or brushed in such a manner that issued headgear can be worn.
 - b. Hair length, bulk, or appearance shall not be excessive, ragged, shabby, bushy, unkempt, or neglected.
 - c. Hair coloring (dyed/bleached hair), if used must appear natural.
 - d. Staff may wear a small, non-dangling stud post/type earring, consisting of one earring per ear.
 - e. All fingernails shall be neat, clean, and of a reasonable length.
2. Hair - Males
 - a. Hair on the forehead shall be groomed so it does not fall within one inch of the eyebrows and shall not protrude below the band of properly worn headgear.
 - b. Hair on the back and sides of the head shall be cut to present a tapered appearance when combed and shall not interfere with the wearing of issued headgear.
 - c. Hair shall not extend over the shirt collar when standing with the head in a normal posture and shall not be grown to a length greater than 1/2 inch at the base of the back of the head. Hair shall be neatly tapered and blocked or squared at the base.
 - d. Sideburns, or any other hair worn in front of the ear, shall be neatly trimmed and tapered, not extending below the lowest part of the exterior opening of the ear, not flared, of even width, and ending with a clean-shaven horizontal line.
 - e. Hair shall not fall over the ears but may extend to the top edge of the ear if worn in a

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neat well-groomed manner. The hair shall not extend outward from the skull to a depth greater than that measured by the outward protrusion of the ears.

- f. Beards or goatees of any description are prohibited.
 - g. Mustaches are permitted provided that they are neatly trimmed and the growth does not extend below the corners of the mouth, over 1/2 inch beyond the corners, or below the top of the lip.
3. Hair - Females
- a. Hair may not be worn longer than the bottom of the collar back of the head, and to the bottom of the earlobe on the sides. A bun or twist shall be permitted on top or back of the head, provided it is worn in a neat manner and does not interfere with the wearing of issued headgear.
 - b. Hair on the forehead shall be groomed so it does not fall within one inch of the eyebrows and shall not protrude below the band of properly worn headgear.
 - c. Ribbons or ornaments shall not be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes that blend with the hair color.

Other Staff

- B. Other staff are permitted to have moderate hairstyles. The hair shall be groomed at all times. If beards are worn, they shall be neatly trimmed and not exceed beyond 1/2 inch from the face.

OPERATING PROCEDURES

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

APPROVED: HEW 08/02/2021