

B. Specific Guidelines

1. ACCEPTABLE:

- a. Dresses and suits;
- b. Dress slacks, loose-fitting knit pants, culottes/skorts, and loose-fitting dress shorts;
- c. Skirts, blouses, sweaters, dress shirts, collared shirts, sport coats and ties;
- d. All hemlines can be no shorter than 2 inches above the knee.

2. UNACCEPTABLE:

- a. Clothing with holes, tears or stains;
- b. Jeans (of any color), cutoffs, sweatpants (except for Defensive Tactics or PT), overalls, form-fitting pants and shorts (other than dress shorts);
- c. Sweatshirts, fishnet shirts, t-shirts, tank tops without a jacket, halter tops, tube tops, non-shouldered tops and spaghetti strap tops, low-cut necklines and bare midriffs, and any decaled clothing other than the NHDOC logo (e.g. DOC, NHCI);
- d. Sneakers (in an office setting), sandals, thongs, flip-flops and shoes of questionable safety. Exceptions to footwear may be made through a written request to the supervisor and approved by the administrator;
- e. Any other casual attire that is deemed not appropriate by a supervisor for a respective work area.

C. This policy is to be followed by all employees any time you are representing the Department or when on departmental grounds. Employees who are provided or must wear a uniform (e.g. security, health services, kitchen, etc.) shall abide by the general guidelines during normal business hours and shall also abide by the specific guidelines when in civilian attire (e.g. training, conferences, etc.).

D. RESPONSIBILITY OF THE SUPERVISORS

1. Employees who are uncertain or have questions about the specific personal appearance standards in the workplace should consult their supervisor.
2. The immediate supervisor is responsible for ensuring that appropriate dress and grooming is maintained.
3. When necessary, the supervisor and employee may resolve any disputes over appropriateness of attire using the chain of command.
4. If an employee reports to duty in attire that does not comply with the established policy, the supervisor shall request the employee to go home and change, utilizing leave.
5. For subsequent offenses, the supervisor may initiate appropriate disciplinary procedures consistent with Personnel Rules.

E. Exceptions to this policy including fieldwork and special events may be requested through the respective Division Director or Warden.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Probation and Parole Services
Third Edition Standards

Other:

