



Illinois Department of Corrections

Administrative Directive

Number: 03.02.111	Title: Grooming Standards	Effective: 6/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	03.02.111 effective 10/1/2020

Authority: 730 ILCS 5/3-2-2; 20 IAC 120	Related ACA Standards:
Referenced Policies: 03.02.110	Referenced Forms:

I. POLICY

The Department shall require each employee to practice regular personal hygiene and be clean and well groomed while on duty.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for grooming standards that reflect an appearance that is commensurate with respective positions within the Department.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Grooming Standards

Employees shall adhere to the following grooming standards while on duty.

1. **Non-uniformed Employees**

- a. Employees may wear mustaches, sideburns and beards providing that the hair is neatly trimmed and clean at all times.
- b. Employees may wear hair at any length providing that it is kept clean and neatly groomed.
- c. Employees shall ensure their fingernails are clean and neatly trimmed.
- d. Visible body ornamentation (excluding earrings) such as rings or studs in the nose, eyebrow or lip shall be prohibited.

2. **CU 500 and Higher Ranked Uniformed Employees**

- a. Employees may wear cosmetics providing they are conservative and natural looking.
- b. Employees' faces shall be clean-shaven except for sideburns and mustaches, if worn.

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- c. Employees' facial hair shall be maintained in accordance with the following.
 - (1) Sideburns or any hair worn in front of the ear shall:
 - (a) Be neatly trimmed.
 - (b) Not extend below the lowest part of the ear.
 - (c) Not be flared.
 - (d) Be of even width.
 - (e) End with a clean-shaven horizontal line.
 - (2) Moustaches shall:
 - (a) Be short and neatly trimmed.
 - (b) Follow the outline of the upper lip.
 - (c) Not extend more than ¼ inch beyond the corners of the mouth.
 - (d) Not extend below the horizontal line equal to the lowest edge of the upper lip.
 - (e) Not cover the vermeil area of the upper lip.
 - (3) Beards and goatees shall be prohibited.
- d. Fingernails shall be clean, neatly trimmed, and extend no more than ¼ inch beyond the quick.
- e. Visible body ornamentation (excluding earrings) such as rings or studs in the nose, eyebrow or lip shall be prohibited. Only stud earrings shall be permitted for staff who have regular or ongoing direct contact with individuals in custody.
- f. The wearing of any other jewelry or ornamentation that is not specifically authorized by Administrative Directive 03.02.110 shall be prohibited.

3. All Other Uniformed Employees

- a. Employees may wear mustaches, sideburns and beards without restriction, providing that the hair is neatly trimmed and not so bulky or long as to interfere with effective use of a gas mask or other required equipment.
 - b. Employees may wear hair at any length and style providing that it is kept clean and neatly groomed, and any required uniform hat, cap or helmet can still be worn appropriately.
 - c. Employees shall ensure their fingernails are clean and neatly trimmed.
 - d. Visible body ornamentation (excluding earrings) such as rings or studs in the nose, eyebrow or lip shall be prohibited. Only stud earrings shall be permitted for staff who have regular or ongoing direct contact with individuals in custody.
 - e. The wearing of any other jewelry or ornamentation that is not specifically authorized by Administrative Directive 03.02.110 shall be prohibited.
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