



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

| | | |
|--|---|---|
| CD-030400 Grooming, Physical Appearance of Correctional Employees | Issued: 04/14/90 Effective: 04/14/90 | Reviewed: 07/03/19 Revised: 07/03/19 |
| Alisha Tafoya Lucero, Cabinet Secretary | | <i>Original Signed and Kept on File</i> |

AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended.
- B. Policy *CD-010100*.

REFERENCE:

Michigan Appellate Court 1982, Shelby Township Fire Department vs. Shields.

PURPOSE:

To set forth guidelines for the physical appearance of employees of the Corrections Department to promote safety and uniformity.

APPLICABILITY:

This policy applies to all Corrections Department employees.

FORMS:

Uniform Equipment Receipt form (*CD-030401.1*)

ATTACHMENTS:

None

DEFINITIONS:

- A. Badge: A metal device or emblem worn as an insignia of rank or position in the New Mexico Corrections Department.
- B. Duty Uniform: Uniform that is worn on a day-to-day basis while performing normally assigned duties.
- C. Emergency Response Uniform: Uniform that is worn by assigned correctional staff during special operations outside the scope of regular correctional duties with approval of the Warden or designee.

- D. Uniformed Officers: For purposes of this policy, uniformed officers are Correctional Officer Cadets, Correctional Officers 1,2,3,4 and Sgt, and Correctional Officer Specialists (PPS, Laundry, Safety, Recreation, K-9, etc.)
- E. Identification Badge: An NMCD issued card, bearing a photograph, and identifying data, including but not limited to name, title, and employee id #, date of hire, gender, height, and eye color.

POLICY:

All New Mexico Corrections Department (NMCD) employees will maintain reasonable and acceptable standards of personal hygiene and will present a professional appearance in dress and grooming appropriate for the workstation and function.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

| | | |
|---|---|---|
| CD-030401 Grooming, Physical Appearance of Correctional Employees | Issued: 04/14/90 Effective: 04/14/90 | Reviewed: 07/03/19 Revised: 07/03/19 |
| Alisha Tafoya Lucero, Cabinet Secretary | | <i>Original Signed and Kept on File</i> |

AUTHORITY:

Policy *CD-030400*

PROCEDURES:

A. Uniformed Officers:

1. Male Officers' Hair and Adornments:

- a. Male uniformed officers' hair will be neat, clean, trimmed and present a groomed appearance appropriate for a neatly appearing uniformed officer. Hair will not cover any portion of the ears or extend below the top of the shirt collar. Ponytails of any length shall not be worn. Hairstyles of designs, patterns, or unnatural colors (e.g., green, purple, pink, blue, etc.) shall not be worn. The acceptability of a uniformed officer's hairstyle will be based upon the criteria outlined herein and not upon the style in which he chooses to wear his hair.
- b. Sideburns will be of even width (not flared), and will end with a clean-shaven horizontal line. If an individual chooses to wear side-burns, they will be neatly trimmed and will not extend below the lowest part of the exterior ear. Mustaches must be neatly trimmed and may not extend below the corners of the mouth. No handlebar mustaches. Full beards or partial beards such as goatees, may be worn: however, they must be closely cropped (no more than ½ inch in length) and shall not interfere with the wearing of any equipment, including approved self-contained breathing equipment (gas masks). "The Department may require the officer with a beard to don a gas mask to ensure a seal can be affixed. If the officer cannot properly seal the gas mask, he will be required to shave the beard by his next day's scheduled shift."
- c. Visible piercing of any kind shall not be worn by male officers while in uniform. Any other jewelry worn must be inconspicuous and not interfere with the ability to perform assignments. Wedding bands are acceptable.

2. Female Officers' Hair and Ornaments:

- a. The length or appearance of the hair will not be ragged or unkept. Hair will be neatly trimmed and groomed. The acceptability of a uniformed officer's hairstyle will be

based upon the criteria outlined herein, and not upon the style in which she chooses to wear her hair. Hair longer than shoulder length must be contained in a style that presents a professional appearance, e.g. ponytail or bun. Hairstyles of designs, patterns, or unnatural colors (e.g., green, purple, pink, blue, etc.) shall not be worn.

- b. No ribbons or ornaments shall be worn in the hair except for inconspicuous pins, conservative barrettes and the like.
 - c. Visible piercing of any kind shall not be worn by female officers while in uniform. Jewelry worn must be conservative and not interfere with the ability to perform assignments. Wedding rings are acceptable.
3. Use of the Barber and Shoe Shine Programs:

The barber and shoe shine program is limited to corrections department personnel only. Friends and family members of correctional personnel are not authorized to use these programs. Shoes are not to be left at the program and retrieved at a later time or date. Exceptions to this policy must have prior approval of the Department Secretary.

4. Hairpieces or Wigs:

Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

5. Cosmetics:

When worn, cosmetics will appear natural and conservative. This includes fingernails that should be kept neatly trimmed and, if painted, using only clear polishes.

6. Uniform Regulation:

Only issued uniform items will be worn by male and female correctional officers. Uniforms must always be clean, neat, present a professional appearance and be properly fitted. Boots must be clean. When headgear is worn, only department issued caps are authorized; no personal caps or hats shall be worn.

Caps are to be worn with bills to the front. No mirrored sunglasses, headbands, or scarves will be permitted. Only official department rank insignia, patches, decals or pins may be worn on the uniform or cap. Wearing of the long sleeve winter shirt and (brown class "A" uniform tie) shall coincide with the fall time change. Wearing of the short sleeve summer shirt and (no tie with the class "A" uniform) shall coincide with the springtime change.

- a. Correctional Officer, Transport, and Armory Uniform:

- (1) Standard issue cap
- (2) Shirt (by season)
 - i. Blue Ice Polo short sleeve shirt with badge on left chest (summer)
 - ii. Blue Ice Polo Battle Dress Uniform (BDU) long sleeve shirt with badge on left chest (winter)
- (3) Standard issue belt
- (4) Khaki BDU issue pants, bloused into standard issue boots
- (5) Shirts tucked in
- (6) Insignias, tags, patches:
 - i. Correctional Officer Sergeant rank insignia shall be displayed on both collars, one half inch from the inside seam, upright and parallel to the inside seam.
 - ii. Name tag over right breast pocket on khaki BDU shirt.
 - iii. ID tag shall be clipped to the right lapel with photo displayed. Pins, stickers or other items shall not be attached to the ID tag.
- (7) Boots will be tan in color.

NOTE: K-9, Transport, Armory and STIU uniform shirts may have their unit moniker above or below the badge. Uniformed female staff will be issued a women's cut uniform to include a women's boot.

b. Correctional Officer Specialist (PPS, Laundry, Safety, etc) Duty Uniform:

- (1) Class "A" issue blue cap
- (2) Class "A" issue blue shirt open collar
- (3) Standard issue belt
- (4) Class "A" issue blue pants
- (5) Class "A" issue black shoes or boots
- (6) ID tag shall be clipped to the right lapel with photo displayed. Pins, stickers or other items shall not be attached to the ID tag.

c. Correctional Officer Specialist (Recreation) Duty Uniform:

- (1) Standard issue cap
- (2) White polo shirt with badge on left chest
- (3) Standard issue belt
- (4) Blue BDU issue pants, bloused into standard issue boots
- (5) Boot laces tucked into boots
- (6) Shirts tucked in
- (8) ID tag shall be clipped to the right lapel with photo displayed. Pins, stickers or other items shall not be attached to the ID tag.

d. STIU Uniformed Staff

- (1) Full black BDU pants

- (2) Short sleeve shirts (spring and summer months)
- (3) Long sleeve (fall and winter months)

Change of uniform will coincide with uniformed line staff change.

- (4) In addition to normal daily operating duty equipment issued, all STIU uniformed staff will have on their duty belts a department issued expandable baton or asp.

- (5) STIU T-shirts (long and short sleeve) will be issued to all STIU staff and will only be worn during training and operational exercises or as approved by the STIU Administrator and/or institutional Warden.

e. Emergency Response Uniform:

- (1) Standard black cap
- * (2) Shirt:
 - i. Black t-shirt plain, no emblems, monikers, badges or symbols of any kind. (STIU only) black shirt with "Corrections Department STIU Gang Unit" on back of shirt in gold letters and Department badge on front left breast
 - ii. Black issued BDU long sleeve shirt
- (3) Standard issue belt
- (4) Black BDU issue pants, bloused into standard issue boots
- (5) Boot laces tucked into boots
- (6) Shirts tucked in
- * (7) Insignias, tags, patches:
 - iii. Correctional Officer Sergeant rank insignia may be displayed on both collars of the BDU shirt, one half inch from the inside seam, upright and parallel to the inside seam.
 - iv. Name tag over right breast pocket on black BDU shirt.
 - v. ID tag shall be clipped to the right lapel with photo displayed. Pins, stickers or other items shall not be attached to the ID tag.
 - vi. (STIU only) - approved STIU patch, $\frac{3}{4}$ " from the upper left shoulder sleeve.

* (Optional per order of the team Supervisor, all personnel will dress uniformly)

f. Placement of Insignia, Tags, Patches, etc:

- * (1) Rank insignia shall be displayed on both collars, one half inch from the inside seam, upright and parallel to the inside seam.
- (2) American flag patch $\frac{3}{4}$ " from the upper right shoulder sleeve.
- (3) ACA patch $\frac{3}{4}$ " below American flag patch on right sleeve.
- (4) Corrections Department Facility patch $\frac{3}{4}$ " from the upper left shoulder sleeve.

- (5) Name tag 1/4" over right breast pocket.
- (6) Corrections Department Badge, 1/4" over left breast pocket.
- * (7) ID tag shall be clipped to the right lapel with photo displayed. Pins, stickers or other items shall not be attached to the ID tag.
- (8) Five-year hash stripes may be worn on long sleeve uniform shirts on the left sleeve. The lower end of the first stripe should be one half inch above the cuff and the upper end should be one inch above the cuff. Additional stripes should be positioned parallel to and one half inch from the previous stripe.

* Mandatory with all uniforms except Emergency Response Uniforms and STIU Community and Special Operations Uniform.

g. Other Responsibilities:

Each Supervisor shall be responsible to ensure that this policy is followed by all staff. Supervisors will conduct inspections to ensure that correctional officers/correctional employees are in compliance with the uniform regulations.

B. State Issued Security Equipment:

All correctional officers and other identified employees shall be required to wear and sign for their state-issued security equipment on the **Uniform Equipment Receipt** form (*CD-030401.1*) and shall be responsible for the maintenance and care of the state-issued security equipment issued to them. Individuals losing, misusing, altering or abusing the state-issued security equipment shall be subject to disciplinary action. Misuse or abuse of the state-issued security equipment includes any use that is not consistent with current training or NMCD policy.

Correctional officers shall be issued the following equipment and are required to wear state issued security equipment as part of their duty uniform.

1. Body armor:
 - a. On the first day a Correctional Officer is assigned to a facility he or she will be fitted for a proper fitted vest. Uniformed female staff will be issued a proper fitted vest for women.
 - b. If a properly fitted vest is not available the employee (Correctional Officer) shall be fitted (measured) and have a proper fitted vest ordered. An available vest may be issued until the new vest arrives.
2. OC Aerosol Spray:
3. Utility belt:

4. Handcuffs with case and key:
5. Stream light (flashlight) with holder:

All correctional officers shall be required to wear their issued stream light (flashlight) with holder as part of their duty uniform. Misuse or abuse of the stream light or holder includes any use that is not consistent with current training or CD policy.

6. Return of Equipment:
 - a. All employees shall return the body armor on or before their last day of employment with the Department or upon transfer to another position within the Department that does not require them to wear the body armor as a part of their uniform. Individuals who lose, misuse, alter, abuse, damage or fail to return body armor upon transfer to a position within the Department that does not require them to wear body armor as a part of their uniform shall be required to reimburse the Department the replacement cost of the body armor. The amount of time provided for reimbursement may vary based upon the actual replacement cost, but in no instance shall it exceed 12 months. Any employee who fails to reimburse the Department within the agreed upon time may be subject to disciplinary action.

C. Supervisory Inspections:

Supervisory personnel are required to conduct daily inspections of all officers to ensure compliance with this policy and to ensure that all equipment including chemical agent canisters and vests are being maintained in a safe manner and are ready for use.

1. The shift supervisor shall inspect each item daily, prior to allowing staff to report to their assigned post, ensuring their presence, proper maintenance and in order to recognize any other deficiencies that would endanger officer safety if he or she is presented with a situation that would pose a threat to the security of the unit.
2. The supervisor shall document his/her findings on the briefing report, pass down log and control center log. A copy will also be forwarded to the unit Deputy Warden for review prior to the end of each assigned shift.
3. Any equipment that has been tampered with, damaged, and/or disbursed shall be immediately confiscated by the shift supervisor and replaced as soon as possible. The shift supervisor shall have the officer document the reasons for the tampering, damage, and/or disbursement.
4. Any tampering, damage, and/or disbursement due to negligence shall be reasons for disciplinary action and the shift supervisor is responsible for taking follow-up action.

5. It is ultimately the responsibility of the Deputy Warden to implement and enforce this policy which shall include periodic spot checks to ensure this procedure is being enforced as a matter of daily practice.

D. Non-Uniformed Employees:

1. Dress:

Clothing worn by non-uniformed employees shall be clean, neat, and appropriate for a correctional environment and the workstation and function of the wearer.

Prohibited items of apparel include, but are not limited to, shorts, sweat suits, spandex, faded or stone washed jeans, miniskirts, skirts or dresses with slits above the knee, see-through blouses or other see-through garments, low cut shirts or blouses that expose cleavage, T-shirts or tank tops as outer garments, clothing that is excessively tight. Normal duty attire is required when attending training unless otherwise specified.

2. Grooming:

The length and appearance of the hair will not be ragged, unkempt or eccentric. Hairstyles of designs, patterns, or unnatural colors (e.g., green, purple, pink, blue, etc.) shall not be worn. Hair will be neatly groomed. Male employees will appear for work clean-shaven, unless a beard is being grown. Mustaches and/or beards, if worn, must be neatly trimmed.

E. Dress Code for Probation/Parole Department:

All Officers, Supervisors, Region Managers and contracted employees in the Probation/Parole Department must dress in either standard business dress or business casual dress. All Officers, Supervisors, Region Managers and contracted employees in the Probation/Parole Department will be required to wear standard business dress for court appearances, conducting training, meetings with other agencies, attending formal training outside of the Department or other places where standard business dress is expected unless otherwise specified.

1. Dress Code Requirements:

NOTE: For Business Dress, all shirts will be neatly tucked into the slacks. (Except for when firearms carrying officers need to conceal their weapon.)

- a. Standard Business Dress for Females:

Standard business dress for females will be clean and neatly pressed:

1. suit
2. skirt-cannot be shorter than three inches above the top of the knee
3. dress shirt or dress shirt with tie, bow tie, or bolo (officer may wear clip on of these varieties if officer has safety concerns)
4. sweaters and sweater vest may also be worn over ties

5. slacks (not denim material), chino pants
 6. dress no shorter than three inches above the top of the knee
 7. dress shoes/boots
- b. Standard Business Dress for Males:
Standard business dress for males will be clean and neatly pressed:
1. dress pants and dress shirt
 2. neck ties, bow tie, or bolo (officer may wear clip on of these varieties if officer has safety concerns)
 3. sweaters and sweater vest may also be worn over ties
 4. socks and dress shoes/boots
- c. Business Casual Dress for Females:
1. skirt-cannot be shorter than three inches above the top of the knee
 2. capri pants
 3. slacks, casual slacks, chino pants, or BDU (see Section E.2.a for BDU colors); not denim including colored denim or denim type materials (except for Section E.2 below)
 4. shirt, dress shirt, state-issued shirt, sweater, including a polo or dress shirt with or without a Department badge
 5. sweaters and sweater vest may be worn with shirts
 6. socks and casual shoes/boots (no tennis shoes, athletic shoes, open toed shoes)
- d. Business Casual Dress for Males:
1. slacks, casual slacks, chino pants, or BDU (see Section E.2.a for BDU colors); not denim including colored denim or denim type materials (except for Section E.2 below)
 2. shirt, dress shirt, state-issued shirt, sweater, including a polo or dress shirt with or without a Department badge
 3. shirt with collar
 4. sweaters and sweater vest may be worn with shirts
 5. socks and casual shoes/boots may be worn (no tennis shoes, athletic shoes, open toed shoes)
- e. The following attire is NOT permitted:
1. sweat shirts worn outside of defensive tactics training (department-issued hoodies are permitted)
 2. sweat pants worn outside of defensive tactics training
 3. tank tops
 4. leggings worn as pants
 5. t-shirts visibly worn on exterior (department issued t-shirts are permitted)
 6. see-through material
 7. excessively low-cut, short, or tight fitting clothing-clothing that exposes an employee's midriff, waistline, or lower back when seated or bending over
 8. open toed shoes or sandals or flip flops

9. low-rise pants
10. baseball caps with inappropriate graphics
11. beanies hats with inappropriate graphics
12. stylishly torn, stained or ragged denim

Note: Earrings are the only visible body piercing permitted. No tongue, lip, nose, eyebrow, or other visible piercing are permitted.

- f. All staff will be expected to adhere to grooming:
 1. The length and appearance of the hair will not be ragged or unkempt. Hairstyles of designs, patterns, or unnatural colors (e.g., green, purple, pink, blue, etc.) shall not be worn. Hair should be professional and not cause a safety hazard.
 2. Hair will be neatly groomed. Male employees will appear for work clean-shaven, unless a beard is being grown. Mustaches and/or beards, if worn, must be neatly trimmed.

2. Reporting Week/Field Calls/Fridays

- a. Officers may dress in business casual attire when not in court or official meetings with outside agencies.
 1. Field Calls: Cargo pants/BDU type pants may be worn by Officers in the office or in the field. Cargo pants/BDU type pants shall not be worn during a court appearance, meetings or training with outside agencies. Cargo/BDU pants worn by staff will be solid brown, khaki, blue, grey, or black material (no prints), neatly pressed and professional in appearance. Green BDU's and green Cargo Pants will be phased-out and may not be worn after July 1, 2020. Staff may wear polo shirts (professional without inappropriate graphics) or state-issued shirts tucked and appropriate, coordinated socks and professional shoes/boots with the cargo/BDU pants. Standard denim is allowed for field calls. Denim with embellishments, adornments, torn fabric, and fashion denim are not permitted.
 2. Reporting Week - office contacts with parolee(s): Officer allowed to wear BDU pants, state issued shirts, professional shirts, no denim permitted.
 3. Denim jeans are approved for Fridays. Denim is not permitted if scheduled for court or training outside of the Department. Stylishly torn, stained or ragged denim are not acceptable under any circumstance.

3. Miscellaneous

- a. Probation/Parole Officers who have questions regarding the dress code should discuss any issues with her/his supervisor and receive prior approval to deviate from the policy.
- b. A Probation/Parole Officer who is dressed inappropriately will be sent home to change clothes before returning to her/his workplace. A Probation/Parole Officer who is sent home to change into appropriate dress will be charged annual or

compensatory leave during her/his period of absence. If the Probation/Parole Officer fails to return to work, s/he will be subject to disciplinary action.

F. Exceptions to Dress Code:

The Cabinet Secretary may declare a day of the week (usually Fridays) as "casual day" when jeans and t-shirts may be worn. However, all other restrictions in this policy apply. In addition, a day's scheduled activities, e.g. storing files or moving offices, may warrant waiving the dress code for that day, as approved by supervisory personnel. Stylishly torn, stained or ragged denim are not acceptable under any circumstance.

G. Effect of Non-Compliance:

Employees who are not in compliance with this policy may be subject to disciplinary action.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

| | | |
|---|---|---|
| CD-030402 NMCD Issued Badges | Issued: 04/14/90 Effective: 04/14/90 | Reviewed: 07/03/19 Revised: 07/03/19 |
| Alisha Tafoya Lucero, Cabinet Secretary | | <i>Original Signed and Kept on File</i> |

AUTHORITY:

Policy CD-030400

PROCEDURES:

A. Eligible Staff

The following staff shall be issued badges:

- Cabinet Secretary;
- Deputy Secretaries;
- Directors;
- Deputy Directors;
- Wardens;
- Deputy Wardens;
- Unit Managers;
- Majors;
- Captains;
- Lieutenants;
- Sergeants;
- Region Managers (PPD);
- Probation Parole Officers (PPO);
- Correctional Officers;
- Correctional Officers specialists;
- STIU Coordinator.

B. Badges will be issued through the New Mexico Corrections Academy.

C. Each issued badge will have a unique number assigned to the individual correctional officer or PPO.

D. Lost badges will be reported immediately to a supervisor.

E. An inventory list of lost badges will be maintained at the New Mexico Corrections Academy, for possible investigative purposes.

F. Employees will be held responsible for any lost badges and shall pay replacement costs.

G. Employees will have the opportunity to purchase their badge at the time of retirement.

NEW MEXICO CORRECTIONS DEPARTMENT
Uniform Equipment Receipt

I _____ received have been issued the following equipment.
(Print Name)

Initials:

1. _____ Spike II body armor serial #: _____
2. _____ Canister of Phase Four OC Aerosol Spray w/holster serial #: _____
3. _____ Smith & Wesson Handcuffs w/case & key
4. _____ Utility belt
5. _____ Stream light w/holder (flashlight)

I understand that the equipment listed above is part of my issued uniform and I am required to wear this equipment while I am on duty. I also understand that I am responsible for the care and maintenance of this equipment and that any loss, misuse, alteration or abuse of this equipment may result in disciplinary action and/or a requirement that I reimburse the Department the replacement cost of the equipment in accordance with Policy (CD-020400) **Employee Accountability for Department Property**. I understand that failure to reimburse the Department may result in disciplinary action.

I further understand that I am required to return the equipment prior to or on my last day of employment with the Department. In the event that I transfer positions within the Department and am no longer required to wear any part of this equipment as a part of my uniform I understand that I am required to return it upon assuming my new position. If I fail to return the equipment I shall be required to reimburse the Department the replacement cost and failure to reimburse may result in disciplinary action. I also understand that if I fail or refuse to return the equipment and do not reimburse the Department in accordance with Policy (CD-020400) **Employee Accountability for Department Property**, the Department may take legal action against me to recover the cost.

Officer's Signature: _____ Date: _____

Issuing Staff Member: _____ / _____ Date: _____
(Print) (Sign)

XC: File