



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: J
Section: .0200
Title: **Appearance and Grooming
Regulations**
Issue Date: 11/01/21
Supersedes: 09/28/20
Expiration: Policy Revision Publication

INTERIM POLICY & PROCEDURE

The purpose of this interim policy is to make a change to a policy prior to the annual review date. The interim policy will be incorporated into the actual policy during the next annual review. All interim policies shall be updated no more than six months past the annual review date.

CURRENT LANGUAGE

.0201

(d) Category IV- Non-Uniformed Personnel With Minimal Offender Contact

Non-uniformed employees with minimal offender contact may include but are not limited to facility clerical, fiscal, administrative, and personnel staff, and region/central office staff. Each facility or section head will be responsible for making the final determination regarding employees classified in this category that should follow the appearance and grooming standards for Category IV employees. Whenever the nature of their duties requires Category IV employees to work within the confines of a facility or in direct contact with offenders, Category IV employees are expected to adhere to the same standards on jewelry, clothing, and makeup as Category III employees. Category IV employee should not be required to modify differences between Category II and Category IV employees such as hair length or fingernail length that would require a permanent modification.

Directors, Wardens and other North Carolina Prisons' managers who provide management oversight of uniformed and non-uniformed personnel are vested with discretion in matters of grooming and personal appearance regarding the interpretation and application of these established guidelines. As designated by the Commissioner, the Executive Officer will serve as the contact person who Wardens and other North Carolina Prisons managers may contact to help them with the interpretation and application of this policy.

NEW LANGUAGE

(d) Category IV- Non-Uniformed Personnel With Minimal Offender Contact

Non-uniformed employees with minimal offender contact may include but are not limited to facility clerical, fiscal, administrative, and personnel staff, and region/central office staff. Each facility or section head will be responsible for making the final determination regarding employees classified in this category that should follow the appearance and grooming standards for Category IV employees. Whenever the nature of their duties requires Category IV employees to work within the confines of a facility or in direct contact with offenders, Category IV employees are expected to adhere to the same standards on jewelry, clothing, and makeup as Category III employees. Category IV employee should not be required to modify differences

between Category II and Category IV employees such as hair length or fingernail length that would require a permanent modification.

(e) Directors, Wardens, and other North Carolina Prisons’ managers who provide management oversight of uniformed and non-uniformed personnel are vested with discretion in matters of grooming and personal appearance regarding the interpretation and application of these established guidelines. As designated by the Commissioner, the Executive Officer will serve as the contact person who Wardens and other North Carolina Prisons managers may contact to help them with the interpretation and application of this policy.

(f) Exceptions to this policy will be considered on a case by case basis and reviewed according to NC DPS policy DPS-HR-200-03 when an applicant for employment and/or employee requests a religious accommodation.

SUMMARY:

- The second paragraph of .0201 (d) has been amended to .0201 (e).
- .0201 (f) has been added to address religious accommodations.

FILING:

This Interim Policy will be filed in the Power DMS system and on the Prisons web page along with the original policy.

RESPONSIBILITIES:

The Director of Administrative Services is responsible for ensuring the content of this interim policy and procedure is included in a revised policy and updated through the annual review process.



Commissioner of Prisons

November 1, 2021

Date

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