

 <p style="text-align: center;"><b>ADMINISTRATIVE RULES</b></p> <p style="text-align: center;"><b>STATE OF ARKANSAS</b></p> <p style="text-align: center;"><b>BOARD OF CORRECTIONS</b></p>	<b>Section Number:</b>	<b>Page Number:</b>
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	<b>Board Approval Date:</b> 5/11/2018	
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<b>SUBJECT: Grooming and Attire Standards for Security and Non-Security Employees</b>		

**I. AUTHORITY:**

The Board of Corrections is vested with the authority to promulgate this administrative rules by Ark. Code Ann. § 12-27-105

**II. APPLICABILITY:**

All employees of the Arkansas Department of Correction.

**II. POLICY:**

- A. The Department shall establish and maintain standards for employees' grooming and attire to reflect an appearance commensurate with that employee's position in a professional correctional organization. These standards shall ensure that employees present a neat, clean, professional appearance while on duty; and establish procedures for issuance and maintenance of uniforms.
- B. The uniforms issued to security employees shall be worn only while on duty and to and from work. Exceptions can be made by the Director for employees serving on a special assignment or while attending a pre-approved public or non-agency event.
- C. The Director has the authority to determine the grooming and attire standards for non-security employees, to include which non-security employees will wear a uniform while on duty.
- D. The Director shall issue the necessary directive(s) to implement this policy