



STATE OF MONTANA  
BOARD OF PARDONS AND PAROLE  
POLICY DIRECTIVE

Policy No. BOPP 1.5	Subject: <b>EMPLOYEE DRESS UNIFORM AND HYGIENE</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 5: General Administration	Effective Date: 9/01/ 2022
Signature: /s/ Michael A. Buckley, Chief of Staff	Revised: 9/30/24; 7/8/25

## I. POLICY

To ensure the employees of Board of Pardons and Parole (BOPP) shall dress and maintain an appearance in a manner that will promote professionalism and project a professional image in the State of Montana.

## II. APPLICABILITY

BOPP Staff

## III. DEFINITIONS:

None.

## IV. BOPP DIRECTIVES

### A. General

1. In the interest of presenting a professional image to the public and serving as a positive role model for inmates and the public, all employees must observe good habits of grooming and personal hygiene.

#### A. Hair:

##### i. All hairstyles must:

- a) be worn in a safe manner,
- b) not cover any portion of the eyebrows,
- c) Non-natural hair coloring, such as purple, orange, green, pink, bright red, and fluorescent (or neon) colors are not permitted.
- d) Staff may not cut shaved designs into their hair.
- e) Staff may wear simple barrettes or hair ties that do not contain offensive emblems or symbols.

#### B. Facial Hair:

- a. Beards, sideburns, and mustaches are authorized. They shall be well-groomed, neat, and clean.

#### C. Jewelry and Piercings:

- a. Jewelry may be worn if it is professional and does not pose a safety hazard.
- b. Ear gauges/plugs are not to be worn on duty.
- c. Face piercings are not to be worn on duty.

#### D. Tattoos and/or Brandings:

- a. Obscene, racially/ethnically derogatory, and/or gang tattoos or brandings shall not be visible.

### 2. Personal Hygiene:

- a. All staff must maintain proper personal hygiene.

- b. Fingernail polish and nail art must be appropriate and not contain offensive emblems or symbols.
2. Staff will wear professional attire and/or BOPP issued clothing while on duty and when representing BOPP during authorized functions in the community. BOPP Board Members will wear black BOPP issued polos or black BOPP long sleeve dress shirts when conducting hearings to present uniformity across the public Hearing Panel.
3. Staff must always wear their issued BOPP ID card in a conspicuous location on their outer clothing while at secure facilities. The ID must be attached to the clothing prior to entering the facility. The ID card must be kept as issued with no alterations.
4. Staff who are on their way to work or returning home from work may not wear their BOPP issued items when purchasing alcohol or marijuana and entering an establishment whose primary function is the sale of alcohol or marijuana.
5. Staff must dress professionally and appropriately while on duty. Items not allowed for wear include, but are not limited to:
  - a) Dirty, wrinkled, worn, ripped, or faded clothing.
  - b) Clothing with designs that are not correctional related/BOPP approved.
  - c) Sweatpants or pajamas.
6. At no time are staff allowed to bring or store unworn civilian clothing inside the fenced perimeter of secure facilities when conducting BOPP related business.

## V. CLOSING

1. Questions concerning this policy should be directed to board chair or designee.

Policy No. BOPP 1.5	Chapter 1: Administration and Management	Page 2 of 2
Subject: <b>EMPLOYEE DRESS UNIFORM AND HYGIENE</b>		

## VI. REFERENCES (list all applicable references in italics, for example)

- A. *53-1-203, MCA (2021) Powers and Duties of Department of Corrections,*
- B. *46-23-104 MCA (2021) Board of Pardons and Parole*
- C. *4-4012, 4-4013; ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*

## VII. ATTACHMENTS

None.