

CHAPTER: 500

Administrative/Human Services

DEPARTMENT ORDER:

503 – Employee Grooming and Dress

OFFICE OF PRIMARY  
RESPONSIBILITY:

DD  
COS

Effective Date:

August 1, 2024

Amendment:

N/A

Supersedes:

DO 503 (4/29/21)

Scheduled Review Date:

2027

ACCESS

**Contains Restricted Section(s)**

# Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "Ryan Thornell", written over a horizontal line.

Ryan Thornell, Director

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## **PURPOSE**

This Department Order (DO) establishes the requirement for all personnel to maintain a professional standard of personal hygiene, grooming, and neatness while on duty and when dealing with the public. Personnel are expected to present a neat and professional image whenever they are representing the Department.

The uniforms of the Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) are symbols of the authority and responsibility conferred by the state. They have been selected to provide a high level of visibility while ensuring safety, utility, and comfort. The distinctive items and accessories of the Department's uniforms reflect the history, traditions, and professional pride of the agency and its employees. Reinforced by regulations governing their wear, all uniforms provide for a standardized appearance and allow elements of versatility necessary for varied types of employment activities. Only Department-approved uniforms, accessories, and components are authorized for uniform wear and use.

## **APPLICABILITY**

All employees, contractors, and volunteers shall comply with the provisions of this DO.

Private prison personnel uniform standards shall be in accordance with Department of Public Safety Licensing requirements and approved by the Director or designee.

## **RESPONSIBILITY**

Each employee is responsible for presenting a professional image and appearance that meets Department standards consistent with this DO. Uniformed employees shall only wear the uniform for their particular rank and assignment.

Administrators, managers, and supervisors shall monitor and enforce employee compliance in accordance with this DO. Supervisors shall be the final determining authority on questionable grooming and dress standards. Supervisors shall consider compliance with grooming and dress standards when evaluating employee job performance.

## **PROCEDURES**

### **1.0 GROOMING STANDARDS – ALL PERSONNEL**

1.1 Grooming Standards - Employees shall maintain a professional standard of personal grooming and cleanliness.

1.1.1 Hair Styles – While on duty, staff shall wear conventional hair styles that do not provoke undue attention.

1.1.1.1 Hair shall be neat, clean, trimmed, combed, or brushed and present a well-groomed appearance.

1.1.1.1.1 Heads may be clean-shaven.

1.1.1.2 Hair colors and styles shall be restricted to natural and traditional colors, shades, and styles.

- 1.1.1.2.1 Dyed, tinted, or bleached hair must be within a naturally occurring color. Unique colors such as blue, purple, pink, green, etc. shall not be permitted.
    - 1.1.2 Wigs, Toupees, Hairpieces - The introduction of wigs, clip-on hairpieces, toupees, etc., are not permitted for short term, casual or fashion reasons for staff who are assigned to work inside the secure perimeter of prisons or who will enter such locations as part of their duties.
      - 1.1.2.1 Employees planning to wear such accoutrements on a long-term basis shall request permission from their supervisor and have it added to their personal property form in accordance with DO #513, Employee Property.
      - 1.1.2.2 Employees are responsible for immediately reporting to their supervisor when a previously approved hairpiece is not being worn, or is lost or stolen.
        - 1.1.2.2.1 Failure to provide such notification shall constitute grounds for disciplinary action.
    - 1.1.3 Facial Hair – Sideburn, Mustache, Beard, and Goatee
      - 1.1.3.1 Sideburns shall be no longer than the lowest part of the ear opening and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed one inch.
      - 1.1.3.2 Mustaches shall not extend more than 1/2 inch laterally beyond the corners of the mouth, or more than 1/4 inch below the corners of the mouth. Waxed ends or points are prohibited.
      - 1.1.3.3 If a beard, mustache, or goatee is worn, it must be well-maintained, a full beard, mustache, or goatee, and no longer than one inch.
    - 1.1.4 Fingernails shall not extend past 1/2 inch beyond the finger tips. Fingernail polish may be of any color.
  - 1.2 Body Art
    - 1.2.1 Tattoos – Personnel are prohibited from exposing tattoos anywhere on the body that are obscene or that advocate sexual, racial, religious discrimination, or sexually explicit, such as nude pictures, symbols, language, etc. while on duty.
    - 1.2.2 All personnel are strictly prohibited from wearing any object inserted into an exposed body part that has been pierced. Examples include the tongue, lips, eyebrow(s), etc. Objects include, but are not limited to: jewelry, rings, posts, straw or toothpick material.
      - 1.2.2.1 Earrings and studs worn in the nose may be worn as specifically authorized in section 2.9.2.6.1.
  - 1.3 Exception Requests - Individual circumstances may prohibit employees from complying with all provisions of this DO.

- 1.3.1 To request an exception, employees shall notify their supervisor and coordinate with the Warden, Bureau Administrator, or Assistant Director to process the request.
  - 1.3.1.1 If a requested exemption is related to an employee's illness, injury, or condition all documentation shall be treated as confidential and forwarded to the Occupational Health Unit for retention in the employee's medical file.
- 1.3.2 Medical Waivers – Wardens may, for justifiable and documented medical reasons, grant a temporary waiver from wearing a particular item of prescribed clothing.
  - 1.3.2.1 Employees may receive a waiver for up to 30 calendar days upon presentation of doctor's documentation that they are medically unable to wear the prescribed item(s).
  - 1.3.2.2 At the end of the 30 day waiver period, if the employee is still unable to wear the appropriate item(s), the employee shall be referred for a medical evaluation in accordance with DO #519, Employee Health – State/Federal Programs and Assignments.
- 1.3.3 If no other privacy issue, existing policy, or process exists to address the specific circumstances, employees shall forward a written exception request through their chain of command for Warden and/or Bureau Administrator approval. The request shall identify the requested exception and suggested remedy by the employee.
  - 1.3.3.1 The Warden and/or Bureau Administrator approval or denial of the request shall be documented and forwarded to Human Resources for retention in the employee's personnel file.
    - 1.3.3.1.1 If this review yields a legitimate issue or concern potentially applicable to others, suggested revisions shall be forwarded to the Policy Unit in accordance with DO #101, System of Written Instructions.
- 1.3.4 Supervisors may seek approval to make appropriate exceptions to the dress standard on days when employees are required to perform tasks outside of normal duties, such as moving boxes or files, or assisting with searches.
- 1.3.5 Employees who work in areas that have been identified by the Occupational Safety Consultant or Occupational Health Nurse to be High Risk Areas shall wear "slip resistant" footwear to aid in reducing injuries from slip and fall type accidents. When an employee's routine duties are in a Low Risk Area, the slip resistant footwear is not required. (See the Glossary of Terms.)
- 1.4 Assigned Equipment - Employees shall maintain control of their ADCRR identification cards and assigned equipment (e.g., handcuffs, Oleoresin Capsicum (OC) sprays, etc.) while on and off duty.
  - 1.4.1 During off-duty hours, such items shall be maintained in the personal residence and not be left in personal vehicles, except for short periods when traveling to and from work. If brief stops are made during travel, items shall be stored as securely as possible and out of sight of those outside the vehicle.

## 2.0 GROOMING AND DRESS STANDARDS - UNIFORMED STAFF

- 2.1 Uniform Requirements - All uniform items shall conform to descriptions in this DO. Clothing and items that do not meet the standards shall not be worn. Staff shall use this DO and the Approved Uniform Items List as the sole source for uniform items. The standard/required Approved Uniform Items List (e.g., shirts, pants, footwear and outerwear) and additional information are available on the ADCNet intranet website - [Image and Professionalism webpage](#).
- 2.1.1 All uniformed security series officers shall possess and maintain (ready for immediate use) Class A uniforms and required equipment.
- 2.1.2 Verification and inspection of a Class A uniform and required accoutrements shall occur quarterly through shift or required uniform inspections.
- 2.2 Duty Requirements – On-duty employees shall wear the appropriate uniform and required equipment for their assignment.
- 2.2.1 All Correctional Officer Series employees (Correctional Officer-Major) are required to possess on their person an ADCRR identification card, valid Arizona driver’s license, state-issued OC spray, handcuffs, key holder, personal protective equipment (PPE), and a valid Firearms Qualification Card. All of these items are to be considered part of the uniform.
  - 2.2.1.1 Duty belts, with a minimum of four belt keepers, are required for all uniformed Correctional Officer Series employees. Under belts should not be visible when the duty belt is in place.
  - 2.2.2 All staff working in Maximum and Detention facilities, or locations which house Maximum Custody inmates, shall wear stab vests and eye protection as part of their uniform. (See the Glossary of Terms.)
    - 2.2.2.1 Face shields may be required in areas where inmates with assaultive history are housed.
    - 2.2.2.2 A duty belt is not required to be worn with a stab vest if all required equipment can be appropriately secured on the vest.
    - 2.2.2.3 A single, current unit patch may be worn on the vest.
- 2.3 Personal Appearance
  - 2.3.1 Hair and Facial Hair
    - 2.3.1.1 All hairstyles must present a professional appearance. Hairstyle cannot pose a safety hazard and must be kept off the collar. Hairstyle must allow for the use of headgear and personal protective equipment.
      - 2.3.1.1.1 Hair shall not:
        - 2.3.1.1.1.1 Extend below the top of the shirt collar while sitting or standing.



- 2.4.1 Uniformed staff wishing to receive donated items shall send a memorandum to the Warden noting items requested and size.
  - 2.4.1.1 Items will be dispersed on a first come-first served basis.
- 2.4.2 During exit interviews with uniformed Correctional Officer Series employees, supervisors shall inquire if they wish to donate their uniforms for use by their peers at no cost.
- 2.5 Uniform Restriction - Uniformed personnel shall not wear civilian attire with any distinguishable part of the uniform when in public view whether on duty or off duty. For example, it is not appropriate to wear a Class B uniform shirt with “blue” jeans or an ADCRR baseball cap with civilian clothes (unless a cadet on the COTA grounds).
  - 2.5.1 Prohibitions - It is expected that uniformed personnel not wear their uniform except in the commission of their official duties.
    - 2.5.1.1 Uniformed personnel shall be prohibited from wearing uniforms or any part of the uniform while gambling, purchasing or drinking alcohol, and/or engaged in the following activities:
      - 2.5.1.1.1 Entering establishments that offer customers alcoholic beverages, excluding restaurants whose business activities do not primarily involve serving alcoholic beverages to their customers.
      - 2.5.1.1.2 Entering establishments that primarily offer gambling activities to their customer base. Examples include casinos and greyhound races.
      - 2.5.1.1.3 Entering establishments that cater to prurient interests.
      - 2.5.1.1.4 Participating in any activities that promote a particular candidate for public office.
      - 2.5.1.1.5 Participating in public gatherings for entertainment purposes or entering establishments that have public gatherings for entertainment purposes.
      - 2.5.1.1.6 Entering any other establishment in which the public may consider the employee to be acting in an official capacity and on the state payroll or which may be considered by members of the public to bring discredit to the Department.
    - 2.5.1.2 Staff shall limit incidental wearing of their uniform, outside of work hours, before and after work.
      - 2.5.1.2.1 At any time the uniform is worn it shall be in its entirety, in compliance with this DO, whether on or off duty.
    - 2.5.1.3 When in doubt as to the propriety of wearing the uniform to any destination while off-duty, personnel should change into civilian clothing.



- 2.5.2 Security personnel may wear brown Wrangler denim jeans, identified on the Approved Uniform Items List, when participating in “Blue Jean Fridays” and shall contribute one dollar to the employee fund each time they wish to participate.
- 2.5.3 Training – Staff participating in physical trainings are required to wear navy blue sweatpants and a light gray t-shirt during the training. The only exception to this requirement is when specific trainings require uniform personnel to wear the same uniform they work in, as part of the requirements of the specific training.
- 2.6 Uniform Specifications – The uniform specifications for Class A, B and C, maternity wear, and outer-wear are outlined in Attachment A, Uniform Class “A” and “B” Specifications, Attachment B - Uniform Class “C” Specifications, and Attachment C, Inclement Weather Attire Specifications.
  - 2.6.1 All uniformed personnel are required to wear a Class A uniform when attending meetings away from their assigned institution, at court appearances, or at other formal occasions.
- 2.7 Optional Uniform for Correctional Series Administrators – Correctional Series Administrators may wear a Class “A” uniform.
  - 2.7.1 Shirt shall be long sleeved
  - 2.7.2 A black tie is required
  - 2.7.3 Tie clip shall either be solid gold in color emblem or pin signifying military service, or other ADCRR issued pins such as a COTA pin, years of service pins, etc.
  - 2.7.4 Slacks/Pants shall be chocolate brown in color
  - 2.7.5 Belt shall be leather and black in color with a plain gold buckle
  - 2.7.6 Smokey Bear or Straw Campaign style hat (optional) as described in Attachment A
  - 2.7.7 Service Stripes as described in Attachment A
  - 2.7.8 Rank Insignia as described in Attachment A
- 2.8 Uniform Rank Insignia and Accoutrements
  - 2.8.1 Group 1 – Department badge, patch, name plate, and rank insignia shall be worn as specified in Attachment A

Figure 1 – Badge, Name Plate and Rank Insignia Placement



- 2.8.2 Group 2 - Department Earned Award Ribbons and Proficiency Pins (See Figure 2)

2.8.2.1 Uniform Insignia - The Department has a number of awards, skill badges and certification pins that staff may wear on the uniform in the following manner:

2.8.2.1.1 Earned Insignia - Award ribbons, if worn, shall be placed above and centered on the left pocket in order of precedence from the viewer's left to right. They include:

2.8.2.1.1.1 Valor

2.8.2.1.1.2 Life-saving

2.8.2.1.1.3 Meritorious service

2.8.2.1.2 Proficiency pins (a maximum of three), if worn, shall be placed on the left pocket flap. They include:

2.8.2.1.2.1 Firearms Proficiency award – The award may only be worn during the current period of qualification.

2.8.2.1.2.2 Firearms Instructor pin

2.8.2.1.2.3 Service Dog Handlers pin – The pin may be worn only while serving on the Service Dog team.

2.8.2.1.2.4 The "current" Department (COTA) Academy pin

2.8.2.1.2.5 Critical Incident Response Team (CIRT) pin

2.8.2.1.2.6 Sergeant's Leadership Academy pin

2.8.2.1.2.7 QuEST Award pin

2.8.2.1.2.8 Length of Service pin

2.8.2.1.2.9 Field Training Officer (FTO) pin – The FTO pin may also be worn on the right collar of the polo shirt.

2.8.2.1.2.10 Special Operations and Tactics (SO&T) pin

2.8.2.1.2.11 Honor Guard pin

2.8.2.2 When a Department issued pin has been lost or damaged, employees may purchase a replacement pin from the complex business office.

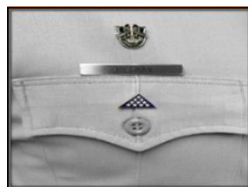


Figure 2 – Award Ribbons and Proficiency Pin Placement

### 2.8.3 Group 3 - Optional Accoutrements (See Figure 3)

- 2.8.3.1 Military Service Pins - Eligible personnel are authorized to wear an Institute of Heraldry approved military service insignia that indicates their affiliation with a unit or branch of service. This insignia shall be worn centered one inch above the name plate.
- 2.8.3.2 The Honor Guard insignia and SO&T pin may be worn 1/2 inch above the name plate, but shall not be worn above the American Flag pin.
- 2.8.3.3 Optional pins (a maximum of one), if worn, shall be placed on the right pocket flap. They include:
  - 2.8.3.3.1 IHE "Attitude" pin
  - 2.8.3.3.2 The United States (U.S.) flag pin, single or crossed with ADCRR flag - The pin shall be worn above the name plate. No other pins shall be worn above the American Flag pin.
  - 2.8.3.3.3 One association pin from an ADCRR recognized employee organization or professional group
  - 2.8.3.3.4 "We Support Our Troops" pin
  - 2.8.3.3.5 Spirit of Excellence pin
  - 2.8.3.3.6 ADCRR insignia pin
  - 2.8.3.3.7 Unit designator pin – The pin may be purchased at staffs own expense, and may only be worn while assigned to that specific unit.
  - 2.8.3.3.8 Other pins designated by the Director.

Figure 3 – Optional Accoutrements Placement



- 2.9 Accessories - Uniformed personnel may only wear accessories authorized in this DO. Staff shall immediately report to their supervisor when accessories are lost or stolen. Accessories made of lengths of cord that can be unraveled into a rope shall be prohibited within the secure perimeter of the unit, with the exception of Honor/Color Guard during official ceremonies.
  - 2.9.1 Eyewear - Sunglasses are encouraged to protect eyes from ultraviolet rays. The following restrictions shall apply while wearing sunglasses or eyeglasses on duty:
    - 2.9.1.1 Multi-colored lenses are prohibited
    - 2.9.1.2 Frames may be black, brown, gold, silver, gray or tan

- 2.9.1.3 For optimal eye protection, polycarbonate or other similar shatter resistant lenses are strongly recommended
- 2.9.1.4 Lens shall be shades of gray, charcoal, black, brown, green, amber or clear
- 2.9.1.5 If worn, eyewear retaining holders, strings or bands, shall be black or brown with no cartoons or caricatures
- 2.9.2 Jewelry - Uniformed personnel may wear the following jewelry while in uniform:
  - 2.9.2.1 Medical or identification bracelets
  - 2.9.2.2 One bracelet, appropriate in appearance
  - 2.9.2.3 A total of two rings (a wedding and engagement ring set is considered one ring) - One ring may be worn on each hand.
  - 2.9.2.4 A maximum of one wristwatch may be worn - Watches and watchbands are restricted to standard colors which do not detract from the professional appearance of the uniform.
  - 2.9.2.5 One necklace may be worn under the uniform shirt
  - 2.9.2.6 Earrings may be worn while in uniform under the following conditions:
    - 2.9.2.6.1 Pierced ear, two in each ear lobe, stud-type only (no hook type), nose stud, and ear cartilage stud
    - 2.9.2.6.2 Not over 5.0 mm in diameter
    - 2.9.2.6.3 Earrings shall not depict caricatures, cartoons, images, product logos or emblems

**3.0 DRESS STANDARDS - SPECIALTY UNIFORMED STAFF** - Personnel in this section shall be in compliance with grooming standards outlined in sections 1.0 and 2.0 or as authorized in this section. For approved specialty uniform items, refer to the Approved Uniform Items List available on the ADCNet intranet website - [Image and Professionalism webpage](#).

- 3.1 Specialty uniforms shall only be worn while engaged in specialty assignments.
- 3.2 Approved specialty polo shirts (two or three button, short or long sleeve) may be worn by the instructors and specialty uniformed personnel. Polo shirts shall have the embroidery or a screen print of the Department badge or ADCRR logo, individual's name, and any other allowable wording.
  - 3.2.1 The Department badge or approved logo/seal shall be located over the left chest area, and the individual's name, if specified, shall be located over the right chest area.
- 3.3 Headgear - Baseball or boonie caps are optional.
- 3.4 Contract Personnel - Contract personnel (e.g., medical, food service, etc.) shall wear the same uniform or uniform items as specified in the current contractual agreement with the Department.

- 3.5 Physical Plant/Automotive/Warehouse – The uniform consists of matching gray shirts, polo or long sleeved t-shirt, and pants. Gray baseball cap with ADCRR uniform patch or ADCRR logo/straw hat (straw-colored) is optional.
  - 3.5.1 The shirt shall have a matching cloth name tag with black lettering, bearing the individual’s first initial and last name.
  - 3.5.2 Gray polo shirts and long sleeved t-shirts, are an option for purchase by the employee. All lettering shall be 3/8 inch block style and black in color.
    - 3.5.2.1 Polo shirts shall have the “ADCRR Maintenance” logo, and the employee’s first initial and last name.
    - 3.5.2.2 T-shirts shall have the employee’s first initial and last name on the front right chest area. T-shirts may have a pocket.
  - 3.5.3 Department patches shall be worn on each shoulder.
    - 3.5.3.1 Polo shirts shall not have patches.
  - 3.5.4 Belt - Plain or basket-weave black leather, nylon tactical belt, or black webbing, with a plain buckle or Velcro fastener.
  - 3.5.5 Black shoes, Western-style boots or military-style boots with plain smooth toe, slip-resistant.
  - 3.5.6 Jackets and coats shall be gray with Department patches on each shoulder.
  - 3.5.7 Physical Plant personnel are not in the Correctional Officer Series; however, they do wear uniforms. Physical Plant personnel are not authorized to participate in “Blue Jean Fridays,” as they have a specialty uniform.
- 3.6 Occupational Safety Consultant – Uniforms shall meet guidelines set by the National Fire Protection Association (NFPA) which requires uniforms be constructed from flame-resistant fabrics and stitched with thread of an inherently flame-resistant fiber.
  - 3.6.1 Pants shall be dark blue and flame resistant fabric.
  - 3.6.2 Belt - Plain or basket-weave black leather, nylon tactical belt, or black webbing, with a plain buckle or Velcro fastener.
  - 3.6.3 Black shoes, Western-style boots or military-style boots with plain smooth toe, slip-resistant.
  - 3.6.4 Shirts shall be navy blue, with the approved Occupational Safety seal and the individual’s name in white.
    - 3.6.4.1 A white button-up dress shirt and tie may be used at official meetings, formal functions and when representing the Department in an official capacity (e.g., court appearances).
  - 3.6.5 Jackets shall be dark blue and have an Occupational Safety seal, in lieu of a Department badge.

- 3.6.6 The badge may be displayed on the left side of the belt when the staff member is on duty and during Department-related public appearances.
- 3.7 Fire Fighter Personnel
  - 3.7.1 Wildland Fire Fighter Personnel – Uniformed personnel are authorized to wear specialty firefighting gear from the Arizona State Land Department, in accordance with DO #918, Fire Crews/Disaster Aid.
  - 3.7.2 Industrial Fire Brigade Fire Fighter Personnel – Uniformed personnel who are required to respond as fire fighters shall wear uniforms that are 100% cotton, to include the stitching. Structural Firefighter Protective Clothing (aka turnout gear) as prescribed by current NFPA 1971 and NFPA 1851 standards shall be provided to personnel. Clothing underneath the turnout gear shall conform to NFPA standard.
- 3.8 Employees of Companies under Contract with Arizona Correctional Industries (ACI) - Employees of companies, which have entered into an Inmate Labor Program contract or a Prison Industries Enhancement Certification Program agreement, shall comply with the dress standards stated in the contract/agreement between the Department and the respective company. Compliance shall apply specifically to inmate labor programs that occur within a Department institution.
- 3.9 Clergy - While performing their duties, Clergy may wear attire appropriate to their religious tradition. Attire brought into the institution for religious ceremonies/observances must be accounted for, at the beginning conclusion of the religious function and taken out of the secure perimeter of the unit upon the conclusion.
- 3.10 Tactical Support Unit (TSU) Team Members and Instructors
  - 3.10.1 TSU Team Members and Instructors shall wear:
    - 3.10.1.1 TDU pants, green in color, and long sleeve shirt, khaki in color. The TSU uniform specifics are identified on the Approved Uniform Items List.
      - 3.10.1.1.1 The Department shoulder patch in tan/brown color shall be on the left shoulder and the Complex team shoulder patch shall be on the right shoulder.
    - 3.10.1.2 T-shirt, tan in color.
      - 3.10.1.2.1 Front - Department badge or ADCRR logo on front left chest area
      - 3.10.1.2.2 Back - Team name or logo
    - 3.10.1.3 Boots, military style, tan, or coyote brown in color.
    - 3.10.1.4 Belt, tan or green in color, plastic or metal buckle.
    - 3.10.1.5 Vest carrier patches – TSU are authorized to wear the following patches:
      - 3.10.1.5.1 Operator emblem, tan (Operator, Senior, Master) - Only one may be worn

- 3.10.1.5.2 The Department badge with TSU stitched in center, brown thread and tan colored background
- 3.10.1.5.3 Blood type patch, brown or tan in color
- 3.10.1.5.4 The United States flag patch, tan or green in color
- 3.10.1.6 Sun shade head cloth or shemagh scarf, green or tan in color. May not be used as a mask, but may cover head and sides for sun protection.
  - 3.10.1.6.1 Sun shade head cloths or shemagh scarves are only to be utilized during call-outs and training.
- 3.10.2 Complex-level instructors shall wear the TSU uniform at monthly trainings unless teaching range or Conducted Electrical Weapons (such as the TASER).
- 3.10.3 SO&T Cadre Master Instructors approved and certified through Security Operations and the Special Operations and Tactics Coordinator shall wear:
  - 3.10.3.1 TDU pants, brown in color.
  - 3.10.3.2 Polo shirts, green in color. The polo shirt shall have the Department badge or ADCRR logo on the left chest and the words "Instructor Special Operations and Tactics" in gold on the right chest area.
- 3.10.4 TSU guest instructors shall wear a tan TDU-style pant and a plain black polo shirt for any TSU class or academy held at COTA or other locations.
- 3.11 Service Dog Personnel
  - 3.11.1 Service Dog Handlers, while actively involved in canine duties, may wear the prescribed Correctional Officer Class C uniform.
  - 3.11.2 Service Dog Program Administrators and Training Officers, while involved in canine training activities, may wear the chocolate brown or tan TDU's and a black polo shirt with gold lettering. The polo shirt shall have the Department badge or ADCRR logo and the individual's name.
    - 3.11.2.1 Desert tan boots may be worn by Service Dog Program Administrators and Training Officers in conjunction with the approved black polo shirt and chocolate brown or tan TDU's.
- 3.12 Honor Guard - For official Honor Guard duties, members shall wear the approved black Honor Guard uniform, provided by the Department and issued to members.
  - 3.12.1 Honor Guard members, while involved in training activities or traveling to and from a deployment, may wear tan TDU's and a dark navy blue polo shirt with gold lettering. The polo shirt shall have the Honor Guard logo on the left chest and the individual's name in gold lettering on the right chest.
- 3.13 Statewide Search Team – The Statewide Search Team shall wear khaki TDUs with a long sleeved black t-shirt which has "search team" on the right chest in silver lettering, "SST" on the right sleeve in silver lettering, the American Flag on the right shoulder, the Arizona flag on the left shoulder, and black or khaki boots.

- 3.14 Community Reentry Centers – Staff working at Community Reentry Centers shall wear tan TDU-style pants and a maroon polo shirt. The polo shirt shall have the Department badge or ADCRR logo, and “Community Reentry” under the badge.
  - 3.14.1 Belt - Plain or basket-weave black leather, nylon tactical belt, or black webbing, with a plain buckle or Velcro fastener
  - 3.14.2 Footwear - Black shoes, or black or tan Western-style boots or military-style boots with plain smooth toe, slip-resistant
  - 3.14.3 Jackets and Coats – Black in color, with the embroidered Department badge
  - 3.14.4 Headgear - Tan baseball cap is optional
- 3.15 Instructors - Staff engaged in teaching curriculum which involves outdoor or physical activity are authorized to wear an instructor uniform during this assignment. The uniform shall consist of tan TDU-style pants, tan web belt, polo shirt and tan desert style boots. The footwear may be replaced with athletic shoes for personnel involved in physical training. The polo shirt shall have accoutrements, appropriate to the task, unique to the subject matter or training discipline, such as:
  - 3.15.1 Firearms - Red shirt with black lettering
    - 3.15.1.1 Firearms Instructors and armorers may wear a red baseball cap or tan boonie cap.
  - 3.15.2 Correctional Officer Training Academy (COTA) – Green shirt with tan lettering
  - 3.15.3 Canine - Black shirt with gold lettering
  - 3.15.4 Honor Guard - Dark navy blue shirt with gold lettering
  - 3.15.5 CIRT – Black shirt with sky blue lettering
  - 3.15.6 Crisis Negotiation Team (CNT) – Black shirt with white lettering
  - 3.15.7 Fit Pro – Black shirt with yellow lettering
  - 3.15.8 Taser Instructors – Black shirt with red lettering
- 3.16 Jumpsuits/Coveralls – Facilities will maintain an appropriate number of jumpsuits/coveralls for use by uniformed staff to aid in preventing damage and/or premature wear out of their uniform as a result of assignments determined to heighten the likelihood of damaging a uniform.
  - 3.16.1 Jumpsuits/coveralls are to be tan in color and are to be marked in such a way that the individual donning the jumpsuit/coverall is readily identifiable as a uniformed staff member (e.g., shoulder patches, cloth/embroider badges, etc.).
  - 3.16.2 Wardens shall:
    - 3.16.2.1 Ensure jumpsuits/coveralls are maintained in a secure location and issued in a manner providing for continuous accountability with a reconciled daily inventory. Jumpsuits/coveralls may be:



- 3.16.2.1.1 Issued on a semi-continuous basis to staff members who may be engaged in protracted projects/assignments which increase the susceptibility of damaging their uniform.
- 3.16.2.1.2 Temporarily issued to a staff member who has their uniform soiled as a result of an inmate assault. The staff member shall return the jumpsuit/coverall on their next workday.
- 3.16.2.2 Provide a private location wherein personnel can change into the jumpsuit/coverall and a secure location for storage of a doffed uniform.
- 3.16.2.3 Ensure jumpsuits/coveralls are laundered prior to reissuance.

#### **4.0 DRESS STANDARDS – NON-UNIFORMED STAFF**

- 4.1 Duty Requirements - All employees are required to possess on their person an ADCRR identification card, and valid Arizona driver's license. Each person assigned OC spray is responsible to have it in his/her possession at all times while on duty. Issued OC spray shall not be left on or in a desk, office or elsewhere on Department property.
  - 4.1.1 The ADCRR identification card shall be safely worn at all times. If a lanyard is used it must be either a breakaway or safety release lanyard style.
- 4.2 Non-Uniformed Staff Attire – The Director, Deputy Director, Chief of Staff, General Counsel, Inspector General, and Assistant Directors may authorize, at their discretion, the appropriate dress standard other than prescribed herein for staff attending scheduled meetings or Department functions on a case by case basis.
  - 4.2.1 Professional Business Attire for Non-Uniformed Staff - This attire is the most formal in nature and considered to be appropriate in a conventional, conservative business setting. All non-uniformed staff shall wear professional business attire when attending Department functions or representing on the behalf of the Department. Attire shall be in good taste, clean, pressed and in good repair. All supervisors and managers Grade 22 and above who work in central office are required to have professional business attire available onsite for professional meetings with short notice.
    - 4.2.1.1 Non-uniformed professional business attire includes:
      - 4.2.1.1.1 A suit or sport coat and slacks, with a long sleeve dress shirt and conventional or bola tie. The coat need not be worn while in the office unless representing the Department as outlined in this section.
      - 4.2.1.1.2 Dresses, suits, pantsuits, skirts or dress slacks with a blouse, sweater, and/or jacket. Clothes shall be professional and appropriate.
      - 4.2.1.1.3 Dress shoes, dress boots, dress pumps, and flats.

- 4.2.1.2 Non-uniformed staff issued a metal badge may wear it with civilian clothes if affixed to a clip-on badge holder, on the left portion of the belt, unless the wearer is armed.
  - 4.2.1.2.1 For armed personnel, badge placement is dictated by dominant hand.
- 4.2.2 Business Casual Attire for Non-Uniformed Staff - Business casual attire is less formal in nature than professional business attire, but remains appropriate for a professional office environment.
  - 4.2.2.1 Non-uniformed business casual attire includes:
    - 4.2.2.1.1 Dress pants, dress slacks, TDU's and a dress shirt/blouse.
      - 4.2.2.1.1.1 Grade 22 positions and above shall not wear TDU-style pants unless their day's activities require it.
    - 4.2.2.1.2 Dress slacks that are loose fitting and designed to end mid-calf or just below the calf, including capri-style pants which may be worn year-round.
    - 4.2.2.1.3 Dresses, skirts, or pantsuits that are professional and appropriate.
      - 4.2.2.1.3.1 Staff may wear denim skirts or dresses. Blue Jeans may only be worn on "Blue Jean Fridays."
    - 4.2.2.1.4 Sleeveless blouses/shirts and dresses are permitted.
    - 4.2.2.1.5 Polo or golf shirts with open collars - Shirts may have a simple printed or stitched design or logo.
      - 4.2.2.1.5.1 Law Enforcement and/or Community Justice Logos, to include ADCRR, ADCRR complex, Community Reentry, and ACI logos are permitted.
    - 4.2.2.1.6 Other colored or patterned shirts with regular collars, banded collars or turtle necks - Collars may be worn open or buttoned. A tie is optional with the appropriate long sleeve shirt.
    - 4.2.2.1.7 Sweaters, either pullover or cardigan type; Sport coats or cold weather jackets as appropriate.
    - 4.2.2.1.8 Dress shoes, dress boots, casual dress shoes, flats, dress sandals, or athletic shoes in an appropriate color except when representing the Department at an outside function.
- 4.2.3 Non-uniformed staff may participate in "Blue Jean Fridays," by contributing one dollar to the employee fund each time they wish to participate.

- 4.2.4 Inappropriate Attire – The following attire shall be prohibited:
  - 4.2.4.1 Blue Jeans, unless worn on an authorized day
  - 4.2.4.2 Spandex leggings, fishnet hose and body stockings
  - 4.2.4.3 T-shirts to include print t-shirts, camisoles, tank tops, muscle shirts, racer back shirts, spaghetti straps, see-through/lace or strapless articles of clothing
  - 4.2.4.4 Sports jerseys are only authorized on approved days
  - 4.2.4.5 Clothing that is inappropriate in appearance, content or revealing
  - 4.2.4.6 Slippers, beach-type sandals, CROCS, flip-flops, or shower shoes
  - 4.2.4.7 Clothing that is excessively worn, faded, damaged, dirty, or stained
  - 4.2.4.8 Clothing and baseball caps that displays offensive or obscene material; material expressing or advocating a political opinion or cause; phrases, logos, advertisements or symbols in the form of patches, stickers or painted-fabric items that involve alcohol, tobacco, drugs, weapons, violence-related themes or groups
  - 4.2.4.9 Warm-up suits, sweatpants, and sweat jackets
  - 4.2.4.10 Shorts of any kind
  - 4.2.4.11 Cloth head coverings (e.g., “do-rags,” skull caps, etc.)
  - 4.2.4.12 Orange Clothing - No employee shall be permitted entrance into a secured facility while wearing an article of clothing colored orange or any shade of orange that might be mistaken for inmate orange clothing. This applies to full top or bottom articles of clothing and does not apply to clothing accessories.
- 4.3 Arizona Correctional Industries (ACI) - ACI non-uniformed staff may wear ACI branded clothing (including polo shirts, dress shirts with embroidered logos, etc.) to promote ACI and the ACI brand.
  - 4.3.1 ACI non-uniformed staff shall comply with the professional business attire, outlined in 4.2.1 of this section, when attending scheduled meetings at Central Office or when representing the Department at meetings in the Capitol area.
  - 4.3.2 ACI staff assigned to and actively working the horse and burro program are authorized to wear blue jeans while performing their duties at the ranch. Authorizations on which positions are eligible to wear blue jeans will be made by ACI.
- 4.4 Community Corrections
  - 4.4.1 The Community Corrections Officer Series staff (e.g., Community Corrections Officer, Community Corrections Senior, Community Corrections Supervisor), will wear business casual attire.

- 4.4.1.1 In addition to the designated business casual attire outlined in 4.2.2 of this section, the Community Corrections Officer Series staff are authorized, when applicable, to wear the following field attire:
  - 4.4.1.1.1 TDU-style pants or cargo pants
  - 4.4.1.1.2 Jackets of all styles are authorized for the purpose of weapon concealment
  - 4.4.1.1.3 Boots or athletic shoes that are appropriate and professional
  - 4.4.1.1.4 Hats are permitted for outdoor wear and field work only as protection from the elements. Hats shall not display any phrases, logos, advertisements or symbols in the form of patches, stickers or painted-fabric items that involve alcohol, tobacco, drugs, weapons, violence-related themes or groups.
- 4.4.1.2 Community Corrections Officer Series staff shall comply with the professional business attire, outlined in 4.2.1 of this section, when attending Arizona Board of Executive Clemency (ABOEC) Hearings, appearing in Court, and when representing the Department at outside events.
- 4.4.1.3 Department issued handcuffs, OC spray, and Conducted Electrical Weapons (such as the TASER) shall be worn as part of the daily mandatory attire for the Community Corrections Series employees that have direct, regular, and daily contact with offenders.
- 4.4.2 Community Corrections Officers authorized to carry a firearm shall wear only the equipment issued by the Department (e.g., holsters, protective vests, etc.), as outlined in the DO #1003, Community Corrections. Personal equipment is prohibited.
- 4.4.3 Organized Field Operations – Department issued badges and Community Corrections/Parole emblem clothing (e.g., jackets, protective vests, hats, etc.) shall be worn during organized field operations, such as compliance checks, sweeps, etc., to clearly identify staff. Clothing depicting emblems/logos from other organizations, entities, or vendors are prohibited during organized operations.
- 4.4.4 All assigned Transportation Correctional Officers in Community Corrections shall comply with the Reentry Center Specialty Uniform or the standard Correctional Officer uniform as designated by the Assistant Director for Education, Programming and Community Reentry.
  - 4.4.4.1 The approved and issued Community Corrections ballistic vest and carrier shall be worn.

## 5.0 GROOMING AND DRESS COMMITTEE

- 5.1 Membership - The assignment of staff to the Grooming and Dress Committee, or to fill vacancies, shall be at the direction of the Director. The Committee Chairperson is appointed by the Director.

- 5.1.1 Annually, the Chairperson shall determine a cross section of staff to makeup the Committee.
- 5.2 The Chairperson shall facilitate the meeting process to include, reserving meeting room facilities, preparing the agenda and distributing meeting minutes.
- 5.3 The Committee shall convene for regularly scheduled meetings at approximately six month intervals or as required by the Committee Chairperson.
- 5.4 The Committee’s responsibilities shall be, but are not limited to:
  - 5.4.1 Maintaining a modern, professional dress code for all Department staff.
  - 5.4.2 Conducting annual review of dress standards for employees.
  - 5.4.3 Reviewing other issues associated with employee grooming and dress.
- 5.5 Employees may submit recommendations for improvement directly to the Grooming and Dress Committee Chairperson by completing an Employee Grooming and Dress Committee Action Request, Form 503-1.
  - 5.5.1 Completed Employee Grooming and Dress Committee Action Request forms shall be reviewed by the Committee at the next scheduled meeting. The Committee shall advise the originator of the outcome in writing when decisions have been made.
    - 5.5.1.1 All Specialty Patches, to include unit specific patches, and Challenge coins must be reviewed and approved by the Deputy Director prior to purchasing and commissioning.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms for the following:

- Arizona Correctional Industries (ACI) Contract Partner
- Branch of Service Pin
- Business Casual Attire
- Central Office
- Central Office Personnel
- Flip-flop
- High Risk Area
- Institutional/Field Personnel
- Low Risk Area
- Professional Business Attire
- Protective Equipment
- Tactical Dress Uniform (TDU)

## **ATTACHMENTS**

Attachment A, Uniform Class “A” and “B” Specifications

Attachment B, Uniform Class “C” Specifications

Attachment C, Inclement Weather Attire Specifications

## **FORMS LIST**

503-1, Employee Grooming and Dress Committee Action Request

## ATTACHMENT A


### UNIFORM CLASS “A” AND “B” SPECIFICATIONS



Item	Specifications	Specific Classification Requirements
Shirts	<p>Uniform shirts shall be silver-tan in color.</p> <ul style="list-style-type: none"> <li>• All shirt buttons shall be fastened. The neck button may be unfastened when not wearing a tie.</li> <li>• Sleeves shall not be rolled up or turned under.</li> <li>• Shirts should resemble Blauer or Flying Cross silver/tan shirts.</li> </ul>	<p>Class A uniform: Long sleeve only</p> <p>Class B uniform: Short and Long sleeve</p> <ul style="list-style-type: none"> <li>• Undershirts must be crew neck style only and shall not hang below the shirt sleeve.</li> </ul> <p>Any shirt worn with TDUs is considered to be a Class C uniform.</p> <p>Maternity shirts - Pregnant officers may wear a polo shirt or a maternity smock, with pockets, of a color that matches the uniform shirt, or a standard uniform shirt tailored with a straight cut bottom for maternity wear. The polo shirt does not need to be tucked in.</p> <ul style="list-style-type: none"> <li>• The badge, name plate and other authorized insignia/accoutrements shall be worn on the smock in the same approximate location as on the uniform shirt.</li> </ul>
Slacks/Pants	<p>Dress uniform slacks/ pants shall be chocolate brown in color.</p> <ul style="list-style-type: none"> <li>• Pants that require the pant leg to be rolled up (bloused) or turned under are prohibited.</li> </ul>	<p>Class A uniform: Thigh pockets are not authorized.</p> <p>Class B uniform: TDU pants and/or polo shirts are not authorized to be worn.</p> <p>Dickies are not authorized for a Class A or B uniform.</p>

Item	Specifications	Specific Classification Requirements
Badge	<p>The Department issued badge shall be gold in color.</p> <ul style="list-style-type: none"> <li>The badge shall be attached above the left pocket on the shirt.</li> </ul>	Badge shall be shined or polished, free from tarnish when worn.
Department Patch	The Department shoulder patch shall be attached to each uniform sleeve, centered to the epaulets and 1/2 inch below the seam where the sleeve joins the shoulder portion of the shirt.	N/A
Rocker Patch (optional)	The Rocker patch (complex specific) shall be located, above the Department uniform patch, on the right shoulder of the Class A and B uniform shirt.	N/A
Fourragere	<p>Honor Guard shall wear metallic gold and Color Guard shall wear a yellow fourragere. Current and past COTA staff may wear a black fourragere after one year of COTA service.</p> <p>The fourragere will be worn under the left epaulet of the Class A uniform.</p>	Advisors and past advisors are not authorized to wear the fourragere.
Name Plate	<p>A metal name plate, gold in color, shall be attached to the uniform shirt directly above and centered over the right pocket. The name plate shall measure 2 1/2" W x 1/4" H.</p> <p>The metal name plates shall not be worn on jackets, coats or sweaters except Honor Guard and COTA dress uniform.</p>	N/A
Rank Insignia for Correctional Series Administrators	<p>Correctional Series Administrator that choose to wear a Class A Uniform shall wear rank insignia as follows:</p> <p>Associate Deputy Warden – Silver Oak Leaf Deputy Warden/COTA Commander - Colonel (Gold Eagle) Warden – One Silver Star Assistant Director – Two Gold Stars Deputy Director – Three Gold Stars Director – Four Gold Stars</p>	
Rank Insignia	<p>All uniformed employees at the rank of Corporal or above shall wear the appropriate insignia of rank.</p> <p>Major - The Major insignia, gold-tone oak leaf, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar.</p>	<p>Larger rank insignia are for use on uniform jackets only.</p> <p>Smaller rank insignia are for use on shirts.</p>



Item	Specifications	Specific Classification Requirements
	<div data-bbox="716 237 1020 407" data-label="Image"> </div> <p data-bbox="380 451 1346 574">Captain and Lieutenant - The rank insignia for Captain (two smooth bars) and Lieutenant (one smooth bar), gold in color, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar.</p> <div data-bbox="541 613 840 781" data-label="Image"> </div> <div data-bbox="896 613 1194 781" data-label="Image"> </div> <p data-bbox="380 824 1346 919">Sergeant and Corporal - Yellow colored chevrons shall be worn on both sleeves of all Class A and B uniform shirts immediately below the Department shoulder patch.</p> <div data-bbox="722 953 1014 1174" data-label="Image"> </div>	
Tie and optional tie-tac	<p data-bbox="380 1214 1199 1243">Tie and optional tie-tac - A black, clip-on or “breakaway style” tie.</p> <ul data-bbox="430 1279 1291 1466" style="list-style-type: none"> <li data-bbox="430 1279 1291 1373">• The top of the tie-tac shall be centered on the tie, even with the pocket buttons. Only a COTA or Length of Service pin shall be authorized for wear as a tie-tac.</li> <li data-bbox="430 1409 1291 1466">• If a tie clip is worn, it shall either be a solid gold in color bar or an emblem signifying military service.</li> </ul>	<p data-bbox="1381 1214 1961 1276">Class A uniform: Tie and optional tie-tac shall be worn with the Class A uniform only.</p>

Item	Specifications	Specific Classification Requirements
<p>Service Stripes/Hash Marks</p>	<p>Service Stripes/Hash Marks - Correctional Officer Series employees shall wear a service stripe (aka "hash mark") for every four years of completed service in a correctional organization. Hash marks shall be worn on the left sleeve of the long sleeve shirt only. Sew the stripe 1 1/2" above the top seam of the left cuff of the long sleeve shirt so that when the sleeve is folded flat the left edge of the patch aligns with the top crease. Hash marks will be yellow in color with black borders, and measure 2" W (gold stripe minus black borders) x 1/2" H.</p> <p>Staff who have separated and rejoined the Department may count all years of Department service towards the total number of hash marks worn on the uniform. Documented service with any other correctional agencies will count towards the total number of service stripes. Years in between service will not count toward service.</p> <ul style="list-style-type: none"> <li>Each service stripe will represent four years of service in a correctional organization. Upon achievement of length of service for a new service stripe, the employee shall purchase a new hash mark/service patch that accurately represents the employee's years of service. Sewing on additional service stripes individually is not authorized.</li> </ul> 	<p>Shall be adorned on long sleeve uniformed shirts only.</p>
<p>Headgear (Optional)</p>	<p>Campaign Hat - Smokey Bear style with the following specifications:</p> <ul style="list-style-type: none"> <li>Shall be worn level from side to side, with the brim tilted slightly forward.</li> <li>The Department badge insignia shall be affixed to the campaign hat. At a minimum the badge insignia shall be affixed to the campaign hat and can have "ADCRR" as opposed to rank.</li> <li>Shall be straw, single or double brim, with a dark brown band, gold acorns and a black retention strap.</li> </ul>	<p>Class A uniform: Not authorized to wear a boonie cap or straw hat with the exception of the campaign cover.</p>

Item	Specifications	Specific Classification Requirements
	<ul style="list-style-type: none"><li>No other accessory or decoration may be affixed to or worn on the campaign hat.</li></ul> <div data-bbox="562 305 1178 540"></div> <p>Baseball cap, chocolate brown or tan in color, shall have a smaller version (three inches, top to bottom) of the uniform shoulder patch or badge patch centered on the front of the crown. No other items or insignia shall be affixed to the cap.</p> <ul style="list-style-type: none"><li>Caps shall be worn with the bill facing forward and parallel to the ground, centered on the forehead.</li><li>The bill of the cap shall be curved and not flat.</li><li>“Bucket style” caps and straight or flipped up bills on caps are not permitted.</li></ul> <div data-bbox="583 997 1157 1219"></div> <p>Boonie cap, tan in color</p> <p>Straw hat (straw-colored, Western style)</p> <p>Panama fedora style hats are not authorized</p>	

Item	Specifications	Specific Classification Requirements
Belt	<p>Leather - A black leather dress belt with gold buckle shall be worn.</p> <ul style="list-style-type: none"><li>• Duty belts, with a minimum of four belt keepers, are required for all uniformed Correctional Officer Series employees. Under belts should not be visible when the duty belt is in place.</li></ul>	<p>Duty belts are not required to be worn with a vest provided the vest has all required equipment on it. Duty belts must always be readily available.</p>
Socks	<p>Solid black socks, without design, shall be worn whenever low quarter shoes are worn.</p>	N/A
Undershirts	<p>Undershirts must be white or black and crew neck style only.</p> <ul style="list-style-type: none"><li>• When not wearing a tie, the only portion of the undershirt that should be visible is at the front of the neck.</li><li>• Applied designs, print, logos, or embroidery shall not be visible on undergarments.</li></ul>	N/A
Footwear	<p>Black shoes, black Western-style boots, or military-style boots with plain smooth toe, slip-resistant, with a polished appearance shall be worn.</p> <ul style="list-style-type: none"><li>• Tan boots are excluded from the shined requirement.</li></ul>	<p>Desert tan boots are Class C use only.</p>

**Class A Uniform**




**Class B Uniform**





## ATTACHMENT B

### UNIFORM CLASS “C” SPECIFICATIONS

Item	Specifications
Shirts	<p>Polo shirts shall be silver-tan, two or three button polo shirt, short or long sleeve.</p> <ul style="list-style-type: none"><li>• Undershirts shall not hang below the shirt sleeve.</li></ul> <p>Maternity Shirts - The polo shirt does not need to be tucked in.</p> <ul style="list-style-type: none"><li>• The badge, name plate and other authorized insignia/accoutrements shall be worn on the polo shirt or smock in the same approximate location as on the uniform shirt.</li></ul>
Slacks/Pants	<p>Tactical Dress Uniform (TDU) style pants shall be chocolate brown in color.</p> <ul style="list-style-type: none"><li>• Should resemble the style of LA Police Gear, Urban OPS Tactical Pant, Blauer Flex Force Pants, or 5.11 Taclite Pro Ripstop.</li><li>• Dickies are only authorized with a Class C uniform.</li><li>• Pants that require the pant leg to be rolled up (bloused) or turned under are prohibited.</li></ul>
Vests	<p>Vests shall only have the following patches on them:</p> <ul style="list-style-type: none"><li>• Corrections</li><li>• Badge</li><li>• Name</li><li>• Unit Patch</li><li>• American Flag Patch</li><li>• Arizona State Flag Patch</li></ul>
Badge	<p>Cloth Department Badge - The approved gold cloth Department badge shall be embroidered over the left chest area.</p> <ul style="list-style-type: none"><li>• Uniformed staff members are not authorized to wear the Department issued badge on the belt when wearing the Class C uniform while in the unit. When armed, the badge may be worn on the belt on the same side as the weapon.</li><li>• Staff who have not been through COTA or a recognized law enforcement training academy are not authorized to wear a non-cloth department badge patch on any of their clothing.</li></ul>

Item	Specifications
Name Plate	<p>Embroidered Name</p> <ul style="list-style-type: none"><li>The individual's first initial and last name embroidered over the right chest area. All lettering shall be 3/8 inch block style and stitched with chocolate brown thread.</li></ul>
Rank Insignia	<p>All uniformed employees at the rank of sergeant or above shall wear the appropriate insignia of rank.</p> <p>Major - The Major insignia, gold-tone oak leaf, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar. (See Attachment A)</p> <p>Captain and Lieutenant - The rank insignia for Captain (two smooth bars) and Lieutenant (one smooth bar), gold in color, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar. (See Attachment A)</p> <p>Sergeant and Corporal - Yellow colored chevrons shall be embroidered on the collar, aligned with and one inch above the point of the collar on the polo shirt.</p> <div data-bbox="888 768 1495 1013" data-label="Image"></div>
Headgear (Optional)	<p>Baseball cap, chocolate brown or tan in color, shall have a smaller version (three inches, top to bottom) of the uniform shoulder patch or badge patch or ADCRR logo centered on the front of the crown. No other items or insignia shall be affixed to the cap.</p> <ul style="list-style-type: none"><li>Caps shall be worn with the bill facing forward and parallel to the ground, centered on the forehead.</li><li>The bill of the cap shall be curved and not flat.</li><li>"Bucket style" caps and straight or flipped up bills on caps are not permitted.</li></ul>

Item	Specifications
	<div data-bbox="886 248 1186 487"></div> <div data-bbox="1226 248 1518 487"></div> <p data-bbox="394 557 686 581">Boonie cap, tan in color</p> <p data-bbox="394 621 896 646">Straw hat (straw-colored, Western style)</p>
Belt	<p data-bbox="394 688 1335 712">A black leather dress belt with gold buckle or black nylon belt shall be worn.</p> <ul data-bbox="443 753 1934 875" style="list-style-type: none"><li data-bbox="443 753 1934 813">• Duty belts, with a minimum of four belt keepers, are required for all uniformed Correctional Officer Series employees. Under belts should not be visible when the duty belt is in place.</li><li data-bbox="443 850 1293 875">• When wearing desert tan boots, the belt must also be desert tan.</li></ul>
Undershirts	<p data-bbox="394 915 1150 940">Undershirts must be white or black and crew neck style only.</p> <ul data-bbox="443 980 1934 1170" style="list-style-type: none"><li data-bbox="443 980 1934 1040">• The only portion of the undershirt that should be visible is at the front of the neck. Sleeves shall not hang below the polo shirt sleeve.</li><li data-bbox="443 1078 1493 1102">• Applied designs, print, logos or embroidery shall not be visible on undergarments.</li><li data-bbox="443 1143 1598 1167">• Black turtlenecks or black dickies are not authorized to be worn with the Class C uniform.</li></ul>
Footwear	<p data-bbox="394 1211 1780 1235">Black or tan military-style boots, with plain smooth toe, slip-resistant, with a polished appearance shall be worn.</p> <ul data-bbox="443 1276 1934 1365" style="list-style-type: none"><li data-bbox="443 1276 1934 1300">• Employees are expected to report to duty with highly shined footgear, regardless of class uniform or job assignment.</li><li data-bbox="443 1341 1713 1365">• Tan boots are excluded from the shined requirement and are only to be worn with Class C uniform.</li></ul>



Class C Uniform



## ATTACHMENT C

### INCLEMENT WEATHER ATTIRE SPECIFICATIONS

Item	Specifications
Jackets/Coats and Sweaters	<p>Jackets/Coats – Black or Chocolate brown in color</p> <p>Sweaters - Black in color “commando style” or 1/4 inch zip pullovers</p> <ul style="list-style-type: none"><li>• Badge - The approved cloth Department badge shall be embroidered over the left chest area.</li><li>• Individual’s Name - The individual’s first initial and last name in gold-lettering shall be embroidered above the right chest area.</li><li>• Department Patch - The Department shoulder patch shall be attached to each jacket/coats/sweater sleeve, centered to the epaulets and 1/2 inch below the seam where the sleeve joins the shoulder portion of the outerwear.</li><li>• Rank Insignia<ul style="list-style-type: none"><li>• Lieutenant and above shall place the rank insignia on the epaulets of jackets/coats/sweaters, positioned one inch inward from the sleeve seam, or similarly positioned upon the shoulder area of outer-garments that do not have epaulets.</li><li>• Sergeants and Corporals - Yellow colored chevrons shall be worn on both sleeves of jackets/coats/sweaters immediately below the Department shoulder patch.</li></ul></li></ul> <p>The metal name plate shall not be worn on jackets, coats or sweaters except Honor Guard.</p>
Raincoat	<p>Uniformed personnel may wear a raincoat over the uniform. The raincoat may have reflective stripes running the length of the coat. Raincoats may be see-through/clear or safety colors (e.g., yellow, green or chartreuse), with the exception of orange.</p>
Gloves	<p>Uniformed employees shall ensure that gloves, if worn, allow for the safe operation of a vehicle, emergency equipment controls, weapons, and officer safety equipment. Uniformed employees may wear black gloves for comfort, protection and during inclement weather. Fingerless or hardened knuckles gloves are not permitted.</p>
Headgear	<p>Fur-lined trooper style cap, fleece ear warmer or a knitted stocking cap is authorized for cold weather conditions. The headgear must be black.</p> <p>Appropriate months of wear for cold weather conditions will be at the Wardens’ discretion.</p>

Undershirt	<p>A black turtleneck, or black dickey, may be worn under the shirt in cold weather.</p> <p>Class C uniforms are prohibited from wearing turtlenecks or black dickies.</p>
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