ARIZONA DEPARTMENT OF CORRECTIONS	CHAPTER: 500 ADMINISTRATIVE/HUMAN SERVICES	OPR: DIR
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PURPOSE

This Department Order establishes the requirement for all personnel to maintain the highest standards 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 representing the Department.

The uniforms of the Arizona Department of Corrections (ADC) are symbols of the authority and responsibility conferred by the state. They have been selected to provide a high level of visibility while ensuring maximum safety, utility and personal 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.

RESPONSIBILITY

Each employee is responsible for presenting a professional image and appearance that meets Department standards consistent with this Department Order. 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 Department Order. 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.

APPLICABILITY

All employees, contractors and volunteers shall comply with the provisions of this Department Order. Private prison personnel uniform and grooming standards shall be in accordance with Department of Public Safety Licensing requirements and approved by the Director or designee.

PROCEDURES

503.01 GROOMING STANDARDS – ALL PERSONNEL

1.1 Grooming Standards - Employees shall maintain high standards for personal grooming and cleanliness.

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

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

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

1.1.1.3 Bizarre, exotic and out of the ordinary hair styles are prohibited.

1.1.2 Wigs, Toupees, Hairpieces

1.1.2.1 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. 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 Department Order #513, Employee Property.

1.1.2.2 Staff are responsible to immediately report to their supervisor when a previously approved hairpiece is not being worn, is lost or stolen.

1.1.2.3 Failure to provide such notification shall constitute grounds for disciplinary action.

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, nose, lips, eyebrow(s), and etc. Objects include, but are not limited to jewelry, rings, posts, straw or toothpick material. Earrings may be worn as specifically authorized as outlined in sections 503.02, 1.10.2.6 and 503.04, 1.3.5 and 1.4.3 of this Department Order.

1.3 Exception Requests - Individual circumstances may prohibit employees from complying with all provisions of this Department Order.

1.3.1 To request an exception, employees shall notify their supervisor and coordinate efforts with the Warden, Bureau Administrator or Operations Director to process the request through established procedures and protocols related to limited duty, industrial leave, ADA, etc.

1.3.1.1 All documentation related to an employee's illness, injury or condition 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 a 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 Department Order #519, Employee Health – FMLA, ADA, Industrial Injury/Illness, FFD and Alternate Assignment.

1.3.3 If no other privacy issue, existing policy, or process exists to address the specific circumstances, employees shall forward a written request through their chain of command for Warden and/or Bureau Administrator approval. The request shall identify the issue and suggested remedy by the employee. 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 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 Department Order #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, all of which lend themselves to the wearing of more casual clothing.

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 DEFINITIONS)

503.02 GROOMING AND DRESS STANDARDS – UNIFORMED STAFF

1.1 Uniform Requirements - All uniform items shall conform to descriptions in this Department Order. Clothing and items that do not meet the standards shall not be worn. Staff shall use this Department Order and the Approved Uniform Items List as the sole source for uniform items. The standard/required Approved Uniform Items List is available on the ADCnet intranet website located at (http://10.6.0.30/HomePage/image_profession.asp).

1.1.1 All uniformed security series officers shall possess and maintain (ready for immediate use) Class A uniforms and required equipment.

1.1.2 Verification and inspection of a Class A uniform and required accoutrements shall occur quarterly through shift or required uniform inspections.

1.2 Duty Requirements – On-duty employees shall wear the appropriate uniform and required equipment for their assignment.

1.2.1 All Correctional Officer Series employees (Correctional Officer-Major) are required to possess on their person an ADC identification card, quick reference cards as required by the Director or designee, valid Arizona driver's license, state-issued Oleoresin Capsicum (OC) spray, handcuffs, personal protective equipment (PPE) and a valid Firearms Qualification Card. All of these items are to be considered part of the uniform.

1.2.1.1 Duty belts are optional unless required by the unit for a specific assignment. If a duty belt is worn, an "under belt" may be worn with the ADC uniform. Under belts typically use Velcro or belt keepers to mate with the duty belt, keeping it in place. Any under belt should not be visible when the duty belt is in place.

1.2.2 All staff working in Maximum Custody level facilities, or areas which house Maximum Custody inmates, shall wear stab vests and eye protection as part of their uniform. (see DEFINITIONS)

1.2.2.1 Staff shall wear stab vests and eye protection during escorts, searches, tours, inspections and any activity involving routine inmate contact.

1.3 Male Uniformed Staff

1.3.1 Hair (see Figure 1)

1.3.1.1 Hair shall not:

1.3.1.1.1 Extend below the top of the shirt collar while sitting or standing in an erect position.

1.3.1.1.2 Cover any part of the outside portion of the ear.

1.3.1.1.3 Interfere with the proper wearing of a hat, cap or helmet.

1.3.1.2 Hair, which is styled or combed forward, shall not cover the relaxed eyebrow, and shall not be visible on the forehead while a hat, cap or helmet is worn.

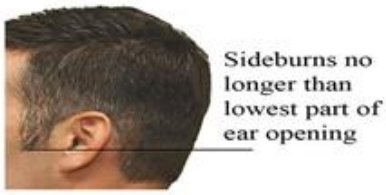
1.3.1.3 Heads may be clean-shaven.

Figure 1 - Men's Hair Standard

1.3.2 Sideburns and Mustaches

1.3.2.1 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 side burns shall not exceed one inch (no "mutton chops"). (see Figure 2)

Figure 2 - Men's Sideburns



1.3.2.2 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. (see Figure 3)

Figure 3 - Men's Mustaches

1.3.3 Goatees and beards are prohibited for correctional series uniformed staff. The only exception is if a male uniformed employee has a medically diagnosed skin disorder and a physician has prescribed the growth of minimal facial hair. In such a case, the length of the facial hair shall not exceed one-quarter of an inch. If the skin disorder is permanent (e.g., pseudo folliculitis), only one physician's statement dated within six months of the request shall be required for the duration of employment. However, if the disorder is temporary, a physician's statement shall be required every 90 calendar days for the duration of the disorder. The physician's statement(s) shall be submitted to the employee's Occupational Health Nurse.

1.3.3.1 Correctional Cadets at the Correctional Officer Training Academy (COTA) shall be clean-shaven.

1.3.4 Fingernails shall be clean, trimmed and shall not extend beyond the tips of the fingers.

1.3.5 Colognes and after shave, if worn, should be used in moderation.

1.4 Female Uniformed Staff

1.4.1 Hair (see Figure 4)

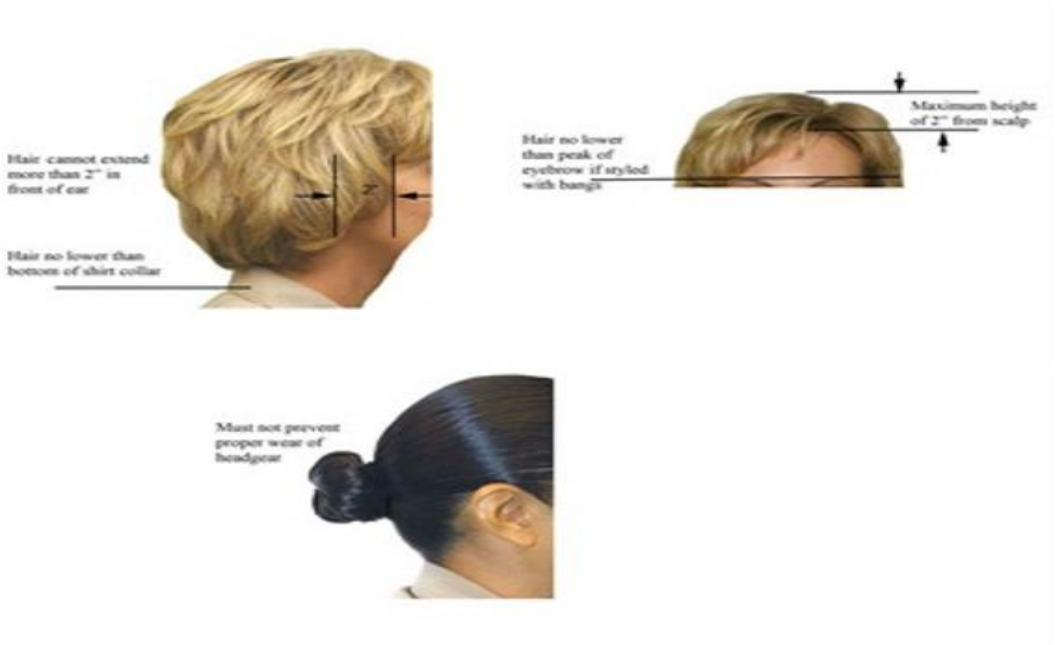
1.4.1.1 Hair shall not extend below the bottom of the shirt collar while sitting or standing in an erect position.

1.4.1.2 Hair, which is styled or combed forward, shall not cover the relaxed eyebrow, and shall not be visible on the forehead while the uniform hat, cap or helmet is worn. Hair shall not interfere with the proper wearing of a hat, cap or helmet.

1.4.1.3 Long hair must be secured to the back of the head to prevent creating an easy handhold.

1.4.1.4 Decoration(s) shall not be worn in the hair. Hair clips and pins and hair ties that match the hair color or are black or brown are permitted and kept to a minimum.

Figure 4 - Women's Hair Standard



1.4.2 Fingernails

1.4.2.1 Fingernails shall be clean and trimmed and shall not extend more than 1/2 inch beyond the tips of the fingers.

1.4.2.2 Fingernail polish shall be clear or muted natural shades. Designs, decals and patterns on fingernails are prohibited.

1.4.3 Cosmetics shall be subdued and blended to match the natural skin color of the individual.

1.4.4 Colognes and perfumes, if worn, should be used in moderation.

1.5 <u>Personal Appearance</u>

1.5.1 Uniform Care and Maintenance - Supervisors shall determine the propriety of questionable uniform items.

1.5.1.1 Uniforms shall be maintained in a clean, stain-free and non-tattered/frayed manner.

1.5.1.2 The badge shall be clean and free of tarnish whenever displayed.

1.5.1.3 All metal accessories on the uniform which are intended to be shined shall be clean and free of tarnish.

1.5.1.4 Uniform shirts and trousers shall be pressed so as to present a fresh professional appearance. Class A and B uniforms shall have military creases.

1.5.1.5 Uniforms shall fit properly, without undue bagginess or tightness. Button holes or seams which bulge or pull are not permitted.

1.5.1.6 A military "gig" line shall be maintained by aligning the right side of the belt buckle with the edge of the trouser fly and the right side of the shirt placket.

1.5.1.7 Leather and nylon items shall not be cracked, faded or excessively worn.

1.5.1.8 All footwear, regardless of assignment, shall be clean and highly shined each day when reporting for duty.

1.6 Uniform Restriction - Uniformed employees 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 ADC baseball cap with civilian clothes (unless a cadet on the COTA grounds).

1.6.1 Prohibitions - It is preferable that uniformed personnel not wear their uniform except in the commission of their official duties. Staff shall use discretion in their activities while in uniform.

1.6.1.1 Uniformed personnel shall be prohibited from wearing uniforms or any part of the uniform while gambling, purchasing and drinking alcohol and/or engaged in the following activities:

1.6.1.1.1 Entering establishments that offer customers alcoholic beverages, excluding restaurants whose business activities do not primarily involve serving alcoholic beverages to their customers.

1.6.1.1.2 Entering establishments that primarily offer gambling activities to their customer base. Examples include casinos and greyhound races.

1.6.1.1.3 Entering establishments that cater to prurient interests.

1.6.1.1.4 Participating in any activities that promote a particular candidate for public office.

1.6.1.1.5 Participating in large public gatherings for entertainment purposes or entering establishments that have large public gatherings for entertainment purposes.

1.6.1.1.6 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.

1.6.1.2 While there is no prohibition against employees shopping in supermarkets, grocery stores, food emporiums, drug stores, department stores, discount stores, shopping malls and the like, personnel should limit these activities while in uniform.

1.6.1.2.1 At any time the uniform is worn it shall be in its entirety, in compliance with this Department Order, whether on or off duty.

1.6.1.3 When in doubt as to the propriety of wearing the uniform to any destination while off-duty, personnel should change into civilian clothing.

1.6.2 Uniformed personnel are prohibited from wearing blue jeans, sweatshirts or sweatpants while on duty. Sweatshirts and sweatpants may be worn during specialized training, such as self-defense training.

1.6.2.1 Personnel who reside on institutional property may wear these items outside the secure perimeter of the institution.

1.6.2.2 Cadets shall be authorized to wear the Department approved sweatshirts and sweatpants, while assigned to the Correctional Officer Training Academy, and as directed by the COTA cadre.

1.7 Uniform Classifications - Uniforms shall consist of the items listed in this section for each defined class. For further information on uniform classifications, and approved models/styles refer to the Image and Professionalism webpage located on the ADCnet intranet website (http://10.6.0.30/HomePage/image_profession.asp).

1.7.1 Class A Uniform (see Figure 8) - All uniformed personnel are required to wear a long-sleeve shirt and tie when attending meetings away from their assigned institution, at court appearances or other formal occasions.

1.7.1.1 Class A - Shirt

1.7.1.1.1 Shirts shall be silver-tan in color, long-sleeve.

1.7.1.1.2 All shirt buttons shall be fastened.

1.7.1.1.3 Sleeves shall not be rolled up or turned under.

1.7.1.2 Class A - Slacks/Trousers

1.7.1.2.1 Dress uniform slacks/trousers shall be chocolate brown in color.

1.7.1.2.2 Trousers with thigh pockets are prohibited.

1.7.1.2.3 Trousers that require the pant leg to be rolled up or turned under are prohibited.

1.7.1.3 Badge - The Department issued breast badge shall be attached to the badge holder on the Class A uniform shirt.

1.7.1.4 Department Patch - The Department shoulder patch shall be attached to each uniform sleeve and jacket/outerwear sleeve, centered on the epaulets above and 1/2 inch below the seam where the sleeve joins the shoulder portion of the shirt.

1.7.1.5 Rank Insignia - All uniformed employees at the rank of sergeant or above shall wear the appropriate insignia of rank as specified in 1.8 of this section.

1.7.1.6 Tie and optional tie-tac - A black, clip-on or "breakaway style" tie shall be worn with the Class A uniform. The top of the pin shall be centered on the tie, even with the bottom of the shirt pocket flaps.

1.7.1.6.1 Only a COTA or Length of Service pin shall be authorized for wear as a tie-tac.

1.7.1.7 Name Plate - A metal name plate, gold in color, shall be attached to the uniform shirt directly above and centered over the right breast pocket. The name plate shall measure 2 1/2" W x 1/4" H.

1.7.1.8 Service Stripes/Hash Marks - Correctional Officer Series employees <u>shall</u> wear a service stripe (aka "hash mark") for every four years of completed ADC service. 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. (see Figure 5)

1.7.1.8.1 Each service stripe will represent four years of service. 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. Service stripes shall be worn on all Class A (long-sleeve) uniform shirts.

1.7.1.8.2 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. Experience with any other agency does not count towards the total number of service stripes, nor do the years in between tours of duty with the Department.

Figure 5 - Service Stripe Placement

1.7.1.9 Class A - Optional Headgear

1.7.1.9.1 Campaign Hat - Smokey Bear style with the following specifications:

1.7.1.9.1.1 Shall be worn level from side to side, with the brim tilted slightly forward, as depicted in Figure 6.

1.7.1.9.1.2 The Department badge insignia shall be affixed to the campaign hat.

1.7.1.9.1.3 Shall be straw, single or double brim, with a dark brown band, gold acorns and a black retention strap.

1.7.1.9.1.4 No other accessory or decoration may be affixed to or worn on the campaign hat.

Figure 6 - Proper Wear of Campaign Hat

1.7.1.9.2 Baseball cap, chocolate brown in color, shall have a smaller version (three inches, top to bottom) of the uniform shoulder patch. No other items or insignia shall be affixed to the cap. (see Figure 7)

Figure 7 - Proper Wear of Baseball Cap

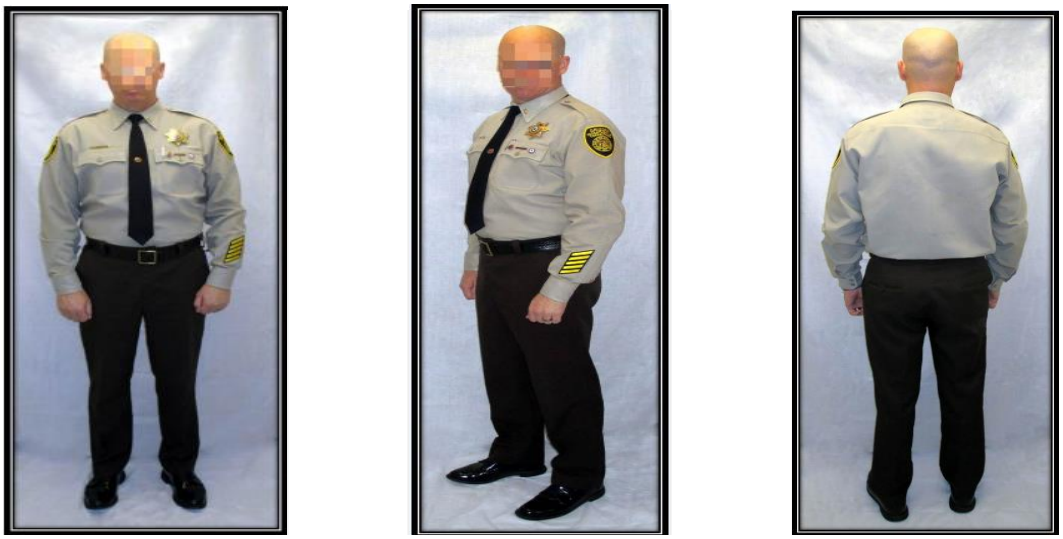
1.7.1.10 Belt - A black leather dress belt with gold buckle shall be worn. If a duty belt is worn, the belt with the gold buckle can be replaced with a suitable "under belt."

1.7.1.11 Socks - Solid black socks, without design, shall be worn whenever low quarter shoes are worn.

1.7.1.12 Undershirt - A white undershirt shall not be visible when the uniform is worn with a tie. Applied designs, print, logos or embroidery shall not be visible on undergarments.

1.7.1.13 Footwear - Black shoes, Western-style boots or military-style boots with plain smooth toe, slip-resistant, with a polished appearance shall be worn.

Figure 8 - Class A Uniform



1.7.2 Class B Uniform (see Figure 9)

1.7.2.1 Class B - Shirt

1.7.2.1.1 Shirts shall be silver-tan in color, long-sleeve or short-sleeve.

1.7.2.1.1.1 Long-sleeve shirts shall be adorned with service stripes as outlined in 1.7.1.8 of this section.

1.7.2.1.2 All shirt buttons shall be fastened, except the neck button shall be unfastened when the tie is not worn.

1.7.2.1.3 Sleeves shall not be rolled up or turned under.

1.7.2.2 Class B - Tactical Dress Uniform (TDU)

1.7.2.2.1 Dress uniform slacks/trousers shall be chocolate brown in color.

1.7.2.2.2 Trousers that require the pant leg to be rolled up or turned under (bloused) are prohibited.

1.7.2.2.3 TDU trousers and/or polo shirts are NOT authorized to be worn as part of the Class B uniform.

1.7.2.3 Badge – The Department issued breast badge shall be attached above the left breast pocket on the Class B uniform shirt.

1.7.2.4 Department Patch - The Department shoulder patch shall be attached to each uniform sleeve and jacket/outerwear sleeve, centered on the epaulets above and 1/2 inch below the seam where the sleeve joins the shoulder portion of the shirt.

1.7.2.5 Rank Insignia - All uniformed employees at the rank of sergeant or above shall wear the appropriate insignia of rank as specified in 1.8 of this section.

1.7.2.6 Name Plate - A metal name plate, gold in color, shall be attached to the uniform shirt directly above and centered over the right breast pocket. The name plate shall measure 2 1/2" W x 1/4" H.

1.7.2.7 Class B - Optional Headgear

1.7.2.7.1 Campaign Hat - Smokey Bear style with the following specifications:

1.7.2.7.1.1 Shall be worn level from side to side, with the brim tilted slightly forward, as depicted in Figure 6.

1.7.2.7.1.2 The Department badge insignia shall be affixed to the campaign hat.

1.7.2.7.1.3 Shall be straw, single or double brim, with a dark brown band, gold acorns and a black chin strap.

1.7.2.7.1.4 No other accessory or decoration may be affixed to or worn on the campaign hat.

1.7.2.7.2 Baseball cap, chocolate brown in color, shall have a smaller version (three inches, top to bottom) of the uniform shoulder patch.

1.7.2.7.3 Straw hat, western style.

1.7.2.7.4 Fur-lined trooper style cap.

1.7.2.7.5 Knitted stocking cap/fleece ear warmer, black in color, is authorized for extreme weather conditions.

1.7.2.8 Belt - A black leather dress belt with gold buckle shall be worn. If a duty belt is worn, the belt with the gold buckle can be replaced with a suitable "under belt."

1.7.2.9 Socks - Solid black socks, without design, shall be worn whenever low quarter shoes are worn.

1.7.2.10 Undershirt - Staff shall wear a white undershirt, or in cold weather conditions, a black turtleneck or black dickey. No other colors are authorized. The only portion of the undershirt that shall be visible shall be at the neckline.

1.7.2.10.1 Applied designs, print, logos or embroidery shall not be visible on undergarments.

1.7.2.10.2 Visible portions of undergarments shall not be stained, spotted, ragged or faded.

1.7.2.10.3 Supervisors shall ensure any visible portion of undergarments is serviceable for proper wear.

1.7.2.11 Footwear - Black shoes, Western-style boots or military-style boots with plain smooth toe, slip-resistant, with a polished appearance shall be worn.

Figure 9 - Class B Uniform

1.7.3 Class C Uniform (see Figure 10)

1.7.3.1 Class C - Shirt

1.7.3.1.1 Shirts shall be silver-tan short-sleeved, two or three button polo shirt. The approved cloth Department badge shall be embroidered over the left breast and the individual's first initial and last name embroidered over the right breast. All lettering shall be 3/8" block style and stitched with chocolate brown thread.

1.7.3.1.1.1 Uniformed staff are not authorized to wear the badge on the belt when wearing the Class C uniform.

1.7.3.1.2 Rank insignia shall be embroidered onto the collar.

1.7.3.2 Class C - Tactical Dress Uniform (TDU) Trousers

1.7.3.2.1 TDU-style trousers are not to be bloused.

1.7.3.3 Class C - Optional Headgear

1.7.3.3.1 Baseball cap, chocolate brown in color, shall have a smaller version (three inches, top to bottom) of the uniform shoulder patch. No other items or insignia shall be affixed to the cap. (see Figure 7)

1.7.3.3.2 Boonie cap, tan in color.

1.7.3.3.3 Straw hat, western style.

1.7.3.3.4 Fur-lined trooper style cap.

1.7.3.3.5 Knitted stocking cap/fleece ear warmer, black in color, is authorized for extreme weather conditions.

1.7.3.3.6 Campaign hat shall not be worn with the Class C uniform.

1.7.3.4 Belt - A black leather dress belt with gold buckle or black nylon belt shall be worn. If a duty belt is worn, the belt with the gold buckle can be replaced with a suitable "under belt."

1.7.3.5 Undershirt - The only portion of the white undershirt that should be visible is at the front of the neck. Sleeves shall not hang below the polo shirt sleeve.

1.7.3.5.1 Applied designs, print, logos or embroidery shall not be visible on undergarments.

1.7.3.5.2 Visible portions of undergarments shall not be stained, spotted, ragged or faded.

1.7.3.5.3 Supervisors shall ensure any visible portion of undergarment is serviceable for proper wear.

1.7.3.5.4 Black turtlenecks, or black dickies, are not authorized to be worn with the Class C uniform.

1.7.3.6 Footwear – Black military-style boots, with plain smooth toe, slip-resistant, with a polished appearance shall be worn. Staff are expected to report to duty with highly shined footgear, regardless of class uniform or job assignment.

Figure 10 - Class C Uniform

1.8 Uniform Rank Insignia and Accoutrements

1.8.1 Group 1 (Mandatory) - Badge, Name Plate and Rank Insignia (see Figure 15)

1.8.1.1 Department Badge

1.8.1.1.1 The Department badge shall be worn above the left pocket of the uniform shirt.

1.8.1.1.2 The cloth Department badge shall be sewn onto a Class C polo shirt, sweater or jacket in the designated location in lieu of wearing the department issued breast badge.

1.8.1.1.3 The badge for all Correctional staff shall be gold in color.

1.8.1.2 Metal Name Plate

1.8.1.2.1 The only authorized metal name plate for wear with the Class A and B uniforms is the gold-colored metal name bar with black lettering bearing the wearer's first initial and last name. The name plate shall measure 2 1/2" W x 1/4" H.

1.8.1.2.2 It shall be worn over the right breast pocket with the bottom edge resting at the top of the right breast pocket.

1.8.1.2.3 The metal name plate shall not be worn on jackets, coats or sweaters except Honor Guard and COTA dress uniform.

1.8.1.2.4 The wearer's first initial and last name in gold lettering shall be embroidered above the right breast pocket on uniform jackets, coats or sweaters, and in chocolate brown lettering on Class C polo shirts.

1.8.1.3 Rank Insignia - 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.

1.8.1.3.1 Major - The 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 Figure 11)

Figure 11 – Major Rank Insignia Placement

1.8.1.3.2 Captain - Two smooth gold colored bars shall be worn on each side of the collar; aligned with seam and centered between the point and neck of the collar. (see Figure 12)

Figure 12 – Captain Rank Insignia Placement

1.8.1.3.3 Lieutenant - One smooth gold colored bar shall be worn on each side of the collar; aligned with seam and centered between the point and neck of the collar. (see Figure 13)

Figure 13 - Lieutenant Rank Insignia Placement

1.8.1.3.4 Sergeant - Yellow colored chevrons shall be worn on both sleeves of all Class A and B uniform shirts and jackets/coats/sweaters immediately below the Department shoulder patch. Yellow colored chevrons shall be embroidered on the collar, aligned with and one inch above the point of the collar on the polo shirt. (see Figure 14)

Figure 14 - Sergeant Chevron Placement

Figure 15 – Badge, Name Plate and Rank Insignia Placement

1.8.2 Group 2 – Department Earned Award Ribbons and Proficiency Pins (see Figure 16)

1.8.2.1 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:

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

1.8.2.1.1.1 Valor.

1.8.2.1.1.2 Life-saving.

1.8.2.1.1.3 Meritorious service.

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

1.8.2.1.2.1 Firearms Proficiency award may only be worn during the current period of qualification.

1.8.2.1.2.2 Service Dog Handlers pin may be worn only while serving on the Service Dog team.

1.8.2.1.2.3 The "current" Department (COTA) Academy pin.

1.8.2.1.2.4 Firearms Instructor pin.

1.8.2.1.2.5 Critical Incident Response Team (CIRT) pin.

1.8.2.1.2.6 The Sergeant's Leadership Academy pin.

1.8.2.1.2.7 The QuEST Award.

1.8.2.1.2.8 Length of Service pin.

1.8.2.1.2.9 Field Training Officer (FTO) pin.

Figure 16 – Award Ribbons and Proficiency Pin Placement

1.8.3 Group 3 – Optional Accoutrements (see Figure 17)

1.8.3.1 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. This is the only pin that is worn off the pocket flap.

1.8.3.2 Optional pins (a maximum of one), if worn, shall be placed on the right breast pocket flap. For further description and photos of all authorized pins, refer to the Image and Professionalism webpage located on the ADCnet intranet website (http://10.6.0.30/HomePage/image_profession.asp). They include:

1.8.3.2.1 The IHE "Attitude" pin.

1.8.3.2.2 The United States (U.S.) flag, single or crossed with ADC flag.

1.8.3.2.3 One association pin from an ADC recognized employee organization or professional group.

1.8.3.2.4 The "We Support Our Troops" pin.

1.8.3.2.5 The Spirit of Excellence pin.

1.8.3.2.6 The ADC insignia pin.

1.8.3.2.7 Other pins designated by the Director.

Figure 17 – Optional Accoutrements Placement

1.9 Other Uniform and Equipment Items

1.9.1 Badge Shroud - Employees may shroud their badge or employee identification card using a black 1/2" wide elastic band, as a demonstration of respect for deceased Department employees or law enforcement officers killed in the line of duty, as outlined in Department Order #521, Employee Assistance Program.

1.9.1.1 The shroud shall be worn horizontally across the badge or identification card.

1.9.2 Inclement Weather Attire

1.9.2.1 Jackets/Coats – Chocolate brown in color and styles are available on the Approved Uniform Items List located on the ADCnet intranet website.

1.9.2.2 Sweaters – Black in color "commando style."

1.9.2.3 Raincoat - During inclement weather, 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 (i.e., yellow, green or chartreuse), with the exception of international orange.

1.9.2.4 Gloves - 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.

1.9.2.5 Headgear - Fur-lined trooper style cap, fleece ear warmer or a knitted stocking cap is authorized for extreme weather conditions. The headgear must be black.

1.9.2.6 A black turtleneck, or black dickey, may be worn under the shirt in cold weather.

1.9.3 Maternity Uniform

1.9.3.1 Pregnant officers may wear a polo shirt or a silver-tan 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.

1.9.3.2 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.

1.10 Accessories - Uniformed employees may only wear the accessories authorized in this Department Order. 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.

1.10.1 Eyewear - Sunglasses are encouraged to protect eyes from ultraviolet rays. The following restrictions shall apply while wearing sunglasses or eyeglasses on duty:

1.10.1.1 Multi-colored lenses are prohibited.

1.10.1.2 Frames may be black, brown, gold, silver or gray.

1.10.1.3 For optimal eye protection, polycarbonate or other similar shatter resistant lenses are strongly recommended.

1.10.1.4 Lens shall be shades of gray, charcoal, black, brown, green, amber or clear.

1.10.1.5 If worn, eyewear retaining holders, strings or bands, shall be black or brown with no cartoons or caricatures.

1.10.2 Jewelry - Uniformed employees may wear the following jewelry while in uniform:

1.10.2.1 Medical or identification bracelets.

1.10.2.2 One non-metallic bracelet, signifying support the troops, cancer awareness, etc., may be worn.

1.10.2.3 A total of two conservative rings (a wedding and engagement ring set is considered one ring). One ring may be worn on each hand.

1.10.2.4 A maximum of one wristwatch may be worn. Watches and watchbands are restricted to non-fluorescent colors which do not detract from the professional appearance of the uniform.

1.10.2.5 One necklace, conservative in style, may be worn under the uniform.

1.10.2.6 Earrings

1.10.2.6.1 Male staff are prohibited from wearing earrings while in uniform.

1.10.2.6.2 Female uniformed employees may wear earrings while in uniform under the following conditions:

1.10.2.6.2.1 Only two earrings are allowed, one in each ear lobe, below the opening of the ear canal.

1.10.2.6.2.2 Pierced ear, stud-type only (no hook type).

1.10.2.6.2.3 Conservative in color.

1.10.2.6.2.4 Not over 5.0 mm in diameter.

1.10.2.6.2.5 Earrings shall not depict caricatures, cartoons, images, product logos or emblems.

503.03 **DRESS STANDARDS - SPECIALTY UNIFORMED STAFF** - Personnel in this section shall be in compliance with grooming standards outlined in sections 503.01 and 503.02 of this Department Order or as authorized in this section. For photos of approved specialty polo shirts, refer to the Image and Professionalism webpage located on the ADCnet intranet website (http://10.6.0.30/HomePage/image_profession.asp).

1.1 Contract Personnel - Contract personnel (i.e., medical, Food Service, etc.) shall wear the same uniform or uniform items as specified in the current contractual agreement with the Department.

1.2 Maintenance/Automotive/Warehouse – The uniform consists of matching grey shirts, polo shirts, and trousers. Grey baseball cap with ADC uniform patch/straw hat is optional.

1.2.1 The shirt shall have a matching cloth name tag with black lettering, bearing the wearer's first initial and last name, over the right breast pocket.

1.2.2 Short-sleeve, grey, two or three button polo shirts are an option for purchase by the employee. Maintenance polo shirts shall have "ADC Maintenance" embroidered over the left breast and the employee's first initial and last name embroidered over the right breast. All lettering shall be 3/8" block style and stitched with black thread.

1.2.3 Department patches shall be worn on each shoulder.

1.2.3.1 Polo shirts shall not have patches.

1.2.4 Belt - Plain or basket-weave black leather, nylon tactical belt, or black webbing, with a plain buckle or Velcro fastener.

1.2.5 Black shoes, Western-style boots or military-style boots with plain smooth toe, slip-resistant.

1.2.6 Jackets and coats shall be grey with Department patches on each shoulder.

1.3 Occupational Safety Consultant – Uniforms shall meet guidelines set by the National Fire Protection Association (NFPA) which requires uniforms be constructed either from flame-resistant fabrics or from nominally 100% cotton or wool fabrics and stitched with thread of an inherently flame-resistant fiber.

1.3.1 Pants shall be dark blue, flame resistant 100% cotton or wool.

1.3.2 Belt - Plain or basket-weave black leather, nylon tactical belt, or black webbing, with a plain buckle or Velcro fastener.

1.3.3 Black shoes, Western-style boots or military-style boots with plain smooth toe, slip-resistant.

1.3.4 Shirts shall be white, short or long-sleeved, two or three button polo shirt. The approved Occupational Safety seal shall be embroidered over the left breast and the individual's name embroidered over the right breast.

1.3.4.1 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).

1.3.5 Jackets shall be dark blue and have an Occupational Safety seal, in lieu of a Department badge, over the left breast.

1.3.6 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.

1.4 Fire Fighter Personnel

1.4.1 Wildland Fire Fighter Personnel – Uniformed personnel are authorized to wear specialty firefighting gear from the Arizona State Land Department, in accordance with Department Order #918, Wildland Fire Crews/Disaster Aid.

1.4.2 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.

1.5 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.

1.6 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 conclusion of the religious function and taken out of the secure perimeter of the unit.

1.7 Mounted Security Duty - Personnel actively participating in mounted security duty may wear brown denim jeans with the Correctional Officer uniform shirt.

1.7.1 Approved uniform trousers shall be worn at all other times.

1.7.2 Mounted security officers may wear a straw western hat.

1.8 Tactical Support Unit (TSU) - Personnel assigned to TSU shall wear a desert camouflage uniform, subdued Department shoulder patches and other insignia/accouterments as approved by the Warden. TSU cloth patch tabs are only authorized to be worn on the TSU uniform.

1.8.1 Desert tan boots may be worn with the desert camouflage uniforms.

1.9 Service Dog Personnel

1.9.1 Service Dog Handlers, while actively involved in canine duties, may wear the prescribed Correctional Officer Class C uniform as outlined in section 503.02 of this Department Order.

1.9.2 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. The polo shirt shall be short-sleeved with two or three buttons. The Department badge shall be embroidered over the left breast and the individual's name embroidered over the right breast.

1.9.2.1 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.

1.10 Chase Team – Chase Team members, which include Service Dog Handlers, shall wear the Class B or Class C uniform. At the discretion of the Warden, the Chase Team members may wear TSU attire as outlined in 1.8 and 1.8.1 of this section.

1.11 Critical Incident Response Team (CIRT) – The CIRT members may wear tan TDU's or tan trousers and a blue polo shirt with white lettering. The polo shirt shall be short-sleeved with two or three buttons. The CIRT logo shall be embroidered over the left breast.

1.12 Crisis Negotiation Team – The Crisis Negotiation Team members may wear tan TDU's or tan trousers and a black polo shirt with gold lettering. The polo shirt shall be short-sleeved with two or three buttons. The Department badge shall be embroidered over the left breast and the individual's name embroidered over the right breast.

1.13 Honor Guard

1.13.1 For official Honor Guard duties, members shall wear the approved black Honor Guard uniform, provided by the Department and issued to members.

1.13.2 Honor Guard members, while involved in training activities or traveling to and from a deployment, may wear tan TDU's and a black and gold polo shirt. The polo shirt shall be short-sleeved with two or three buttons. The Honor Guard logo shall be embroidered over the left breast and the individual's name embroidered over the right breast.

1.14 Community Corrections Centers – Staff working at Community Correction Centers shall wear tan TDU-style trousers and a maroon short-sleeved polo shirt with two or three buttons. The Department badge shall be embroidered over the left breast. The polo shirt shall have the letters "CCC" embroidered over the Department badge and "Community Corrections" embroidered under the Department badge.

1.14.1 Belt - Plain or basket-weave black leather, nylon tactical belt, or black webbing, with a plain buckle or Velcro fastener.

1.14.2 Black shoes, Western-style boots or military-style boots with plain smooth toe, slip-resistant.

1.14.3 Jackets and coats shall be black with the Department badge embroidered over the left breast.

1.14.4 Tan baseball cap with ADC uniform patch is optional.

1.15 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 trousers, 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 be short-sleeved with two or three buttons and other accoutrements (appropriate to the task) unique to the subject matter or training discipline, such as:

1.15.1 Firearms - Yellow shirt with black lettering.

1.15.2 Self-defense - White shirt with black lettering.

1.15.3 Correctional Officer Training Academy (COTA) – Green shirt with tan lettering.

1.15.4 Tactical Support Unit (TSU) - Black shirt with white lettering.

1.15.5 Canine - Black shirt with gold lettering.

1.15.6 Honor Guard - Black shirt with gold lettering.

1.15.7 Conducted Electrical Weapons (TASER) Instructors - Black shirt with white lettering.

1.15.8 Crisis Negotiation Team - Black shirt with gold lettering.

1.15.9 Critical Incident Response Team (CIRT) - Blue shirt with white lettering.

1.15.10 Other specialties as approved.

1.16 Jumpsuits/Coveralls – Facilities will maintain an appropriate number of jumpsuits/coveralls for utilization 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.

1.16.1 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 employee (i.e., shoulder patches, cloth/embroider badges, etc.).

1.16.2 Wardens shall:

1.16.2.1 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:

1.16.2.1.1 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.

1.16.2.1.2 Temporarily issued to a staff member who has their uniformed soiled as a result of an inmate assault. The staff member shall return the jumpsuit/coverall on their next work day.

1.16.2.2 Provide a private location wherein personnel can change into the jumpsuit/coverall and a secure location for storage of a doffed uniform.

1.16.2.3 Ensure jumpsuits/coveralls are laundered prior to reissuance.

503.04 GROOMING STANDARDS – NON-UNIFORMED STAFF

1.1 Duty Requirements - All staff are required to possess on their person an ADC identification card, quick reference cards as required by the Director or designee, and valid Arizona driver's license. Each person assigned OC spray is responsible to have it in their 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.

1.2 Non-Uniformed Staff Attire – The Director, Deputy Director, Division Directors and Assistant Director 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.

1.2.1 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 employees are required to comply with professional business attire from October 1 through March 31, unless otherwise directed.

1.2.1.1 Male non-uniformed professional business attire includes:

1.2.1.1.1 A suit or sport coat and slacks, with a long-sleeved dress shirt and conventional or bola tie.

1.2.1.1.1.1 Conventional or bola ties are optional, except during any major scheduled meeting or when representing the Department.

1.2.1.1.1.2 The coat need not be worn while in the office unless the wearer is representing the Department as outlined in this section.

1.2.1.1.2 Dress shoes or dress boots.

1.2.1.2 Female non-uniformed professional business attire includes:

1.2.1.2.1 Dresses, jacket dresses, suits, pantsuits, skirts or dress slacks with a blouse, sweater, and/or jacket. Clothes shall be conservative in design and not revealing.

1.2.1.2.2 Dress pumps, dress shoes, dress boots and flats.

1.2.1.3 Non-uniformed staff that are 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.

1.2.2 Business Casual Attire for Non-Uniformed Staff - Business casual attire is less formal in nature than professional business attire, but remains appropriate for a conservative office environment. All employees shall comply with business casual attire from April 1 through September 30, unless otherwise directed.

1.2.2.1 Male non-uniformed business casual attire includes:

1.2.2.1.1 Twill dress pants, such as Dockers, TDU's or other similar slacks, or dress slacks and a dress shirt.

1.2.2.1.2 Polo or golf shirts with open collars. Shirts may have a simple printed or stitched design or logo. Employees shall not wear or otherwise 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. Law Enforcement and/or Community Justice Logos, to include ADC, ADC complex, Community Corrections and ACI logos are permitted.

1.2.2.1.3 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-sleeved shirt.

1.2.2.1.4 Sweaters, either pullover or cardigan type. Sport coats or cold weather jackets as appropriate.

1.2.2.1.5 Dress shoes, dress boots or casual dress shoes. Athletic shoes or sandals are not authorized except as outlined in 1.2.3.1.1 and 1.2.3.6.1 of this section and section 503.01, 1.3.5 of this Department Order.

1.2.2.1.6 Shirts with tails shall be tucked in.

1.2.2.2 Female non-uniformed business casual attire may include:

1.2.2.2.1 Dresses, skirts, TDU's, twill pants or dress slacks with a polo/blouse/sweater or pantsuits that are conservative in design and not revealing. Sleeveless blouses/shirts and dresses are permitted; however, they must extend to the round cuff of the shoulder and fit securely under the arm.

1.2.2.2.2 Dress slacks that are loose fitting and designed to end mid-calf or just below the calf.

1.2.2.2.3 Skirts shall be no shorter than to the top of the knee when standing, and skirt slits shall not exceed mid-thigh in height.

1.2.2.2.4 Dress pumps, dress shoes, dress boots, flats and dress sandals.

1.2.3 Inappropriate Attire – The following attire shall be prohibited:

1.2.3.1 Denim attire including jeans, skirts and dresses.

1.2.3.1.1 Denim attire is authorized on "Blue Jean Fridays"; and tennis shoes may be worn on "Blue Jean Friday." Staff shall contribute one dollar to the employee fund each time they wish to participate.

1.2.3.2 Any form-fitting, clinging pants of any type, including long or knee length pants, spandex leggings, fishnet hose and body stockings.

1.2.3.3 T-shirts to include print t-shirts, camisoles, tank tops, spaghetti straps, see-through/lace or strapless articles of clothing.

1.2.3.4 Clothing that reveals any portion of the back, abdomen or midriff.

1.2.3.5 Clothing with plunging necklines that reveal cleavage.

1.2.3.6 Athletic shoes, slippers, beach-type sandals, CROCS, flip-flops or shower shoes.

1.2.3.6.1 Athletic shoes are authorized only for employees who engage in physical training as part of their duties, and only during physical training. This includes self-defense instructors, COTA staff and instructors, and cadets or students undergoing such training. Additionally, employees who are wearing blue jeans as part of "Blue Jean Friday", as outlined in section 1.2.3.1.1 of this section, may wear athletic shoes with their blue jeans.

1.2.3.7 Clothing that is excessively worn, faded, damaged, dirty or stained, including deliberate damage or factory faded.

1.2.3.8 Clothing that displays offensive or obscene material; material expressing or advocating a political opinion or cause.

1.2.3.9 Warm-up suits to include shorts of any kind, sweatpants, sweatshirts, and sweat jackets, with or without hoods (except as approved for training).

1.2.3.10 Cloth head coverings (i.e., "do-rags," skull caps, etc.).

1.2.3.10.1 Baseball caps, if worn, must be worn with the bill facing front and not be flipped up.

1.2.3.10.2 Baseball caps may 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. Law Enforcement and/or Community Justice Logos, to include ADC, ADC complex, Community Corrections and ACI logos are permitted.

1.2.3.11 No employee shall be permitted entrance into a secured facility while attired in any article of clothing colored international orange or any shade of orange that might be mistaken for inmate orange clothing.

1.3 <u>Grooming Standards for Non-Uniformed Male Staff</u>

1.3.1 Hair (see section 503.02, Figure 1)

1.3.1.1 Hair shall not extend below the top of the shirt collar while sitting or standing in an erect position, or cover any part of the outside portion of the ear.

1.3.1.2 Hair, which is styled or combed forward, shall not cover the relaxed eyebrow, and shall not be visible on the forehead while a hat, cap or helmet is worn.

1.3.1.3 Moderate "natural" and other hair styles are permitted if conforming to the hair standards outlined in section 503.01 of this Department Order.

1.3.1.4 Heads may be clean-shaven.

1.3.2 Sideburns and Mustaches

1.3.2.1 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 side burns shall not exceed one inch (no "mutton chops"). (see section 503.02, Figure 2)

1.3.2.2 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. (see section 503.02, Figure 3)

1.3.3 Goatees and Beards - Male personnel may wear facial hair that is contemporary and conservative in nature in the form of a mustache, sculpted or full beard and/or full goatee (goatee must connect to the mustache). Facial hair shall be natural colors only, neatly trimmed, and not exceed 1/2 inch in length. Thin beards or beards that are found to be bizarre in style are not permitted. Braided beards, "Fu Manchu-style" beards, "Soul Patches" and other exotic designs are prohibited.

1.3.4 Fingernails shall be clean, trimmed and shall not extend beyond the tips of the fingers.

1.3.5 Male staff are prohibited from wearing earrings on duty.

1.3.6 Colognes and after shave, if worn, should be used in moderation.

1.4 Grooming Standards for Non-Uniformed Female Staff

1.4.1 Hair

1.4.1.1 Hair clips and pins are permitted and should be kept to a minimum.

1.4.1.2 Long hair must be secured to the back of the head to prevent creating an easy handhold for female non-uniformed staff assigned to work in areas with frequent inmate contact, as determined by the Warden or Administrator.

1.4.2 Fingernails shall be clean and trimmed and shall not extend more than 1/2 inch beyond the tips of the fingers.

1.4.3 Earrings appropriate to a professional environment may be worn, up to two per ear. No part of the earring may extend more than an inch below the ear lobe.

1.4.4 Colognes and perfumes, if worn, should be used in moderation.

1.5 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.

1.5.1 ACI non-uniformed staff shall comply with the professional business attire, outlined in 1.2.1 of this section, when attending scheduled meetings at Central Office or when representing the Department at meetings in the Capitol area.

1.6 Community Corrections

1.6.1 The Community Corrections Officer series staff (i.e., Community Corrections Officer, Community Corrections Senior, Community Corrections Supervisor), may wear field attire when their day consists of six or more hours working in the field/community.

1.6.1.1 In addition to the designated business casual attire outlined in 1.2.2 of this section, the Community Corrections Officer series staff are authorized, when applicable, to wear the following field attire:

1.6.1.1.1 TDU-style trousers, cargo pants or jeans (any color).

1.6.1.1.2 Jackets of all styles (except "pullover") are authorized for the purpose of weapon concealment.

1.6.1.1.3 Boots or athletic shoes.

1.6.1.1.4 Hats are permitted for outdoor wear and field work only as protections 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.

1.6.1.2 Community Corrections Officer series staff shall comply with the professional business attire, outlined in 1.2.1 of this section, when attending Board of Executive Clemency (BOEC) Hearings, appearing in Court, and when representing the Department to an outside agency.

1.6.2 Department issued:

1.6.2.1 Handcuffs and OC spray 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.

1.6.2.2 Conductive Electrical Weapons (such as the TASER) shall be worn by the designated Duty Officer as part of the daily mandatory attire during their scheduled office duty day.

1.6.3 Community Corrections Officers authorized to carry a firearm shall wear only the equipment issued by the Department (i.e., holsters, protective vests, etc.), as outlined in the Department Order #1003, Community Corrections. Personal equipment is prohibited.

1.6.4 Organized Field Operations – Department issued badges and Community Corrections/Parole emblem clothing (i.e., 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.

503.05 GROOMING AND DRESS COMMITTEE

1.1 Membership - The assignment of staff to the Grooming and Dress Committee, or to fill vacancies, shall be at the direction of the Director or designee. The Committee Chairperson is the COTA Commander.

1.2 A member shall serve for a maximum of two years.

1.2.1 Member – Uniformed security series representatives from each prison complex, named by the Complex Warden and approved by the Regional Operations Director.

1.2.2 Member – A clerical employee.

1.2.3 Member – A maintenance representative.

1.2.4 Member – A chaplain.

1.2.5 Member – One non-uniformed representative from each region.

1.2.6 Member – A central office non-uniformed representative.

1.2.7 COTA representative.

1.2.8 Advisor – Purchasing Manager or designee (as needed).

1.2.9 Employee Relations representative.

1.2.10 Specialty Uniform representative.

1.2.11 Community Corrections representative.

1.3 The Chairperson shall:

1.3.1 Facilitate the meeting process to include, reserving meeting room facilities, preparing the agenda and distributing meeting minutes.

1.3.2 Notify the Wardens two weeks prior to a scheduled meeting. The Wardens shall ensure the meeting is announced during shift briefings to solicit staff input.

1.4 The Committee shall convene for regularly scheduled meetings at approximately six month intervals or as required by the Committee Chairperson.

1.5 The Committee's responsibilities shall be, but are not limited to:

1.5.1 Establishing standards and requirements for items listed in the Approved Uniform Items List, located on the ADCnet intranet website.

1.5.2 Developing specifications for appropriate items of apparel.

1.5.3 Evaluating items of apparel offered by manufacturers and vendors against the approved specifications.

1.5.4 Reviewing administrative and field requests for changes.

1.5.5 Conducting annual review of dress standards for employees.

1.5.6 Reviewing other issues associated with employee grooming and dress.

1.6 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.

1.6.1 Completed Employee Grooming and Dress Committee Action Request forms shall be reviewed by the Committee within 90 workdays. The Committee shall review and forward recommendations through the appropriate Division Director/Assistant Director, through the Deputy Director, to the Director for consideration and approval. The Committee shall advise the originator of the outcome in writing when decisions have been made.

1.6.2 Recommendations that have been reviewed by the Director will be posted on the Image and Professionalism webpage located on the ADCnet intranet website (http://10.6.0.30/HomePage/image_profession.asp). The Approved Uniform Items List will be updated as changes are approved.

1.7 The Committee may require vendors and/or manufacturer representatives to provide samples of uniform apparel and insignia/accouterments to determine if the items will be authorized for wear or use by the Department. Only the Committee Chairperson and members shall be permitted to vote.

1.8 The Committee, after making a determination if the item(s) will be recommended as authorized for use or wear, shall present their findings to the Division Directors or Assistant Director for review, who may provide comments and/or recommendations to the Committee Chairperson. New approved items or deletions will be posted on the ADCnet intranet website.

1.9 The Committee Chairperson shall provide written recommendations, which shall include any additional comments/recommendation made by the Division Directors or Assistant Director, through the Deputy Director, to the Director for consideration and approval.

1.10 The Committee, upon receiving an approval or denial by the Director for authorized items for use or wear, shall provide written notification of approval or denial to the vendor/manufacturer representative.

1.10.1 The written notification to the vender/manufacturer shall:

1.10.1.1 Provide specific reason(s), if the item(s) is denied for use or wear.

1.10.1.2 Approve an item(s) and outline the specifications.

1.10.1.3 Advise them that it will be their responsibility to provide written notice, which details the change, to the Department of any subsequent changes made to the approved specifications.

1.10.1.3.1 The Committee may request a sample of the replacement item for determination as outlined in 1.7 of this section.

1.10.1.3.2 A new notification shall be issued as outlined in 1.10.1.1, 1.10.1.2, and 1.10.2 of this section.

1.10.1.4 Advise them that failure to notify the Committee of a change in approved specification, or to provide a sample item for determination upon request, shall result in revocation of the prior approval.

1.10.1.5 Stipulate that the vendor must agree to display, or make available upon request by an employee making a purchase, a letter of approval from the Department. Failure to comply with this requirement may result in the approval of an item being revoked.

1.10.2 The Committee shall provide prompt written notice to:

1.10.2.1 Vendors/manufacturers when changes to specifications are approved.

1.10.2.2 Personnel when an item(s) is authorized. Personnel shall not be permitted to wear or use items that are not authorized.

DEFINITIONS

ACI CONTRACT PARTNER – A company, agency or organization that has entered into a contract for the purpose of establishing an inmate labor program between the Department and the corporate/governmental entity.

BRANCH OF SERVICE PIN – An insignia which identifies an employee is serving or has served in a branch of the United States military, such as the Department of Navy. These pins are also referred to as lapel pins and are approximately 1/2 inch in diameter. Note: This is not the Unit Crest Pin which is only authorized to be worn on an official military uniform.

BUSINESS CASUAL ATTIRE - Attire that is less formal in nature than professional business attire, but remains appropriate for a conservative office environment.

CENTRAL OFFICE PERSONNEL - Employees assigned to Central Office who are not required to wear a uniform of any kind, and whose duties do not require frequent contact with offenders. This category includes the Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Administrators, Bureau/Unit Administrators and all support and clerical personnel assigned to Central Office.

FLIP-FLOP – A light sandal, typically of plastic or rubber, secured to the foot only with a thong between the big and second toe.

GOATEE - A style of facial hair achieved by growing the beard only on the front of the chin that connects to the mustache. Facial hair shall be natural colors only, neatly trimmed, and not exceed 1/2 inch in length.

HIGH RISK AREA - An area where an employee may come into contact with oily, icy and/or wet surfaces in the course and scope of their assigned duties.

INSTITUTIONAL/FIELD PERSONNEL

NON-UNIFORMED PERSONNEL - Employees who are not required to wear a uniform of any kind, and whose duties require daily or frequent contact with offenders. This category includes Wardens, Deputy Wardens, Correctional Officer IIIs and IVs, Community Corrections Officers, chaplains and other assignments with similar offender contact requirements, including clerical and support positions.

SPECIALTY UNIFORMED PERSONNEL - Employees who are required to wear a uniform of any kind other than the Correctional Officer Series uniform. This category includes such assignments as Food Service, Maintenance, Recreation Programs and other assignments that require some type of uniform.

UNIFORMED PERSONNEL - Employees who wear the Correctional Officer Series uniform while working at an institution or at Central Office. This category includes Correctional Officer Is and IIs, Sergeants, Lieutenants, Captains and Majors, and members of TSU when functioning in such capacity.

LOW RISK AREA – Is an area where the environment is dry and the chances of the employee coming into contact with oily, icy and/or wet surfaces are minimal.

PROFESSIONAL BUSINESS ATTIRE - Attire that is more formal in nature and considered to be appropriate in a conventional, conservative business setting or when representing the Department in formal meetings or dealing with the public.

PROTECTIVE EQUIPMENT - The required protective equipment may vary depending upon the situation, however sufficient quantities of protective equipment shall be available for selected personnel who work in Complex Detention Units and Maximum Custody Units. Protective equipment includes; stab vests, protective eye-wear/face shield, protective helmets, protective shields, gas masks, and knee and elbow pads. Slash/cut resistant gloves as identified in the Approved Uniform Items List, located on the ADCnet intranet website (http://10.6.0.30/HomePage/image_profession.asp), are a staff purchase item.

TACTICAL DRESS UNIFORM (TDU) – For the purpose of this Department Order, TDU-style trousers are a type of tactical trouser that presents a streamlined and professional appearance. The following features represent some of the TDU-style trousers characteristics:

- Slimmer cut
- Cargo pockets low profile, no “bellows” style
- Pockets usually secure with snaps and/or Velcro
- Elastic or expandable waistband
- No pull tabs on waistband
- Designed to be worn normally, without blousing strings at the bottom of each pant leg

{Original Signature on File}

Charles L. Ryan
Director

FORMS LIST
503-1, Employee Grooming and Dress Committee Action Request

CROSS-REFERENCE INDEX

Department Order #105, Information Reporting
Department Order #107, Legal Assistance and Process Service

Department Order #110, Legislative Activities
Department Order #116, Employee Communicable Disease Exposure Control Plan
Department Order #207, Media Relations
Department Order #506, Employee Recognition Program
Department Order #509, Employee Training and Education
Department Order #510, Firearms Qualification/Firearms Instructor Certification
Department Order #513, Employee Property
Department Order #519, Employee Health – FMLA, ADA, Industrial Injury/Illness, FFD and Alternate Assignment
Department Order #521, Employee Assistance Program
Department Order #608, Criminal Investigations
Department Order #717, Service Dog Program
Department Order #918, Wildland Fire Crews/Disaster Aid
Department Order #1003, Community Corrections