

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 500</p> <p>ADMINISTRATIVE/HUMAN SERVICES</p>	<p>OPR:</p> <p>DIR</p>
	<p>DEPARTMENT ORDER: 503</p> <p><i>EMPLOYEE GROOMING AND DRESS</i></p>	<p>SUPERSEDES:</p> <p>DO 503 (12/14/07)</p>
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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.

RESPONSIBILITY

Supervisors at all levels are responsible for ensuring day-to-day compliance with this Department Order. Supervisors shall consider compliance with grooming and dress standards when evaluating employee job performance.

APPLICABILITY

Contract Beds personnel uniform and grooming standards shall be in accordance with Department of Public Safety Licensing requirements and approved by the ADC Director or designee.

PROCEDURES

503.01 GROOMING STANDARDS - ALL PERSONNEL – This section is applicable to all personnel to include all uniformed staff and non-uniformed staff.

1.1 Hair Styles - While on duty, all personnel shall wear conventional and conservative hair styles that do not provoke undue attention.

1.1.1 Non-Conventional hair style, hair color and hair length shall conform to the provisions of this Department Order.

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

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

1.1.1.3 Hair shall be clean and kept combed or brushed.

1.1.2 A wig or clip-on hairpiece that conforms to grooming standards as outlined herein may be worn as a means of compliance.

1.1.2.1 When a wig is worn, supervisory notification is required. Staff shall immediately report a lost or stolen wig or hairpiece to their supervisor. Failure to provide such notification shall constitute grounds for disciplinary action.

1.1.3 Male Personnel

1.1.3.1 Hair shall be worn consistent with the styles illustrated in Attachment A. In all cases, hair shall:

1.1.3.1.1 Be no longer than the top of the shirt collar at the back of the neck when standing with normal head posture.

1.1.3.1.2 Be neatly tapered or blocked at the back of the neck.

- 1.1.3.1.3 Not exceed one and one-half inches in length on the sides and back of the head.
- 1.1.3.1.4 Be neatly shaped to the head, and shall not cover the ears.
- 1.1.3.2 Sideburns shall be no more than one inch wide at the widest part, shall not extend below the lowest portion of the ear, and shall be cut straight across. Sideburn hair shall not exceed a length of one-half inch.
- 1.1.3.3 Moustaches shall not extend below the upper lip or beyond the corners of the mouth. Heavily waxed, twisted or handlebar-style moustaches are prohibited.
- 1.1.3.4 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. Braiding, "Fu Man Chu", "Soul Patch" and exotic designs are prohibited. (See Attachment A.)
 - 1.1.3.4.1 Correctional Cadets at the Correctional Officer Training Academy (COTA) shall be clean shaven.
 - 1.1.3.4.2 Designated security, medical and trades personnel who use a half/full face or an N-95 Particulate Respirator shall be free of facial hair that comes between the sealing surfaces of the face-piece and the face, or where it interferes with the valve function, as outlined in Department Order #116, Employee Communicable Disease Exposure Control Plan.
- 1.1.3.5 Fingernails shall not exceed 1/4 inch from the end of the finger.
- 1.1.4 Female Personnel
 - 1.1.4.1 Female uniformed personnel shall wear hair styles consistent with those illustrated in Attachment B.
 - 1.1.4.1.1 If hair, due to its length, touches the upper shoulders, it shall be worn up, such as rolled or in a bun at the back or on top of the head.
 - 1.1.4.1.2 Ponytail or braided hair styles are permitted **only** if hair does not touch the upper shoulders.
 - 1.1.4.1.3 The wearing of hair accessories such as clips, bows, combs, barrettes, ribbons and head bands shall be kept to a minimum and shall be of color and design so as to compliment rather than detract from the uniform.

1.1.4.2 Female non-uniformed personnel may wear their hair in a style that is appropriate for their particular assignment, consistent with the provisions of this Order.

1.2 Colognes and perfumes, if worn, shall be use in moderation.

1.3 Female uniformed personnel may wear:

1.3.1 Facial and eye makeup in neutral colors, if neatly and moderately applied.

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- 1.3.2 Nail polish that is clear, pastel or coral, in a soft, light shade complimentary to the uniform. Fingernails shall not exceed 1/4 inch from the end of the finger.
- 1.4 Non-uniform staff fingernails shall not exceed 1/2 inch from end of the finger.
- 1.5 Uniformed personnel with tattoos shall comply with Section 503.02, 1.12.
- 1.6 The following staff shall be issued hand held chemical agents and handcuffs. They are to be considered part of their uniform and shall be worn at all times while on duty:
 - 1.6.1 Correctional Officers, Sergeants, Lieutenants, Captains, Majors
 - 1.6.2 Community Corrections Officers, Supervisors, Managers
 - 1.6.3 Correctional Officer III's, IV's

503.02 DRESS STANDARDS - ALL NON-UNIFORMED PERSONNEL – This section is applicable to all personnel.

- 1.1 The Director, Deputy Director and Division Directors may authorize, at their discretion, the appropriate dress standard for personnel attending scheduled meetings or Department functions, on a case by case basis.
- 1.2 Professional Business Attire - The most formal in nature and considered to be appropriate in a conventional, conservative business setting. All non-uniformed personnel 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 21 and above, are required to comply with Professional Business Attire from October 1 through March 31, unless otherwise directed.
 - 1.2.1 Male non-uniformed Professional Business Attire includes:
 - 1.2.1.1 A suit or sport coat and slacks, with a dress shirt and conventional or bola tie.
 - 1.2.1.1.1 Conventional or bola ties are optional, except during any major scheduled meeting or when representing the Department.
 - 1.2.1.1.2 The coat need not be worn while in the office unless the wearer is representing the Department as outlined in this section.
 - 1.2.1.2 Dress shoes or dress boots.
 - 1.2.2 Female non-uniformed Professional Business Attire includes:
 - 1.2.2.1 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.
 - 1.2.2.2 Dress pumps, dress boots, and flats.

1.3 Business Casual Attire - Is less formal in nature than Professional Business Attire, but remains appropriate for a conservative office environment. All supervisors and managers Grade 21 and above may comply with Business Casual Attire from April 1 through September 30, unless otherwise directed.

1.3.1 Male non-uniformed Business Casual Attire includes:

1.3.1.1 Twill dress pants, such as Dockers or other similar slacks, or dress slacks and a dress shirt.

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- 1.3.1.2 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, 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 and ADC complex logos are permitted.
- 1.3.1.3 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 shirt.
- 1.3.1.4 Sweaters, either pullover or cardigan type. Sport coats or cold weather jackets as desired.
- 1.3.1.5 Dress shoes, dress boots, or casual dress shoes. Athletic shoes or sandals are not authorized except as outlined in 1.7 and 1.9 of this section.
- 1.3.1.6 Shirts with tails shall be tucked in.
- 1.3.2 Female non-uniformed Business Casual Attire may include:
 - 1.3.2.1 Dresses, skirts or dress slacks with a blouse, or pantsuits that are conservative in design and not revealing. Sleeveless blouses/shirts and dresses are permitted.
 - 1.3.2.2 Sweaters that are conservative in design and not revealing.
 - 1.3.2.3 Skirts shall be no shorter than two and one-half inches above the knee, and skirt slits shall not exceed mid-thigh in height.
 - 1.3.2.4 Culottes, which are full trousers that are loose fitting and of longer length and cut to resemble a skirt.
 - 1.3.2.5 Skorts that are flared or gathered and generously cut in the leg so as to provide the appearance of a skirt. Skorts shall be no shorter than two and one-half inches above the knee.
 - 1.3.2.6 Capri style or Crop Pants - A style of pants that are loose fitting and designed to end mid-calf or just below the calf with slightly flared legs.
 - 1.3.2.7 Gaucho Pants - A style of pants that are loose fitting and designed to end mid-calf or just below the calf with legs that are flared to resemble a skirt.
 - 1.3.2.8 Casual dress shoes or dress sandals.
- 1.4 Inappropriate Attire - The following shall be prohibited:
 - 1.4.1 Denim attire including jeans, skirts and dresses. Denim attire is authorized on "Blue Jean Fridays" only. Tennis shoes may be worn on "Blue Jean Fridays" with denim jeans. Staff shall contribute one dollar to the employee fund each time they wish to participate.
 - 1.4.2 Dresses or tops with spaghetti straps, or reveal bare midriff area.

- 1.4.3 Necklines that are revealing or plunge in the front or the back.
- 1.4.4 Any form-fitting, clinging pants of any type, including long or knee length pants, latex leggings and body stockings. Fishnet hose are not authorized.
- 1.4.5 Painter pants and cargo pants.
- 1.4.6 T-shirts to include print t-shirts, tank tops, tube tops, halter tops or see-through clothing and any shirt or blouse that reveals a bare midriff.
- 1.4.7 Athletic shoes, slippers, beach-type sandals, CROCKS, or shower shoes.
- 1.4.8 Clothing that is excessively worn, faded, damaged, dirty or stained, including deliberate damage or factory faded.
- 1.4.9 Clothing that displays offensive or obscene material; material expressing or advocating a political opinion or cause.
- 1.4.10 Shorts of any kind.
- 1.4.11 Warm-up suits.
- 1.4.12 Backless dresses or blouses.
- 1.4.13 Sweatpants, sweatshirts, and sweat jackets, with or without hoods.
- 1.4.14 "Do-rags."
- 1.4.15 Athletic shoes are not authorized except as outlined in 1.7 and 1.9 of this section.
- 1.5 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.
- 1.6 Supervisors may seek approval to make appropriate exceptions to the dress standards on days when employees are required to perform tasks such as moving boxes or files, or assisting with searches, all of which lend themselves to the wearing of more casual clothing.
- 1.7 Supervisors will obtain approval from a Bureau Administrator or Warden prior to authorizing relaxed footwear, for example; leather athletic shoes, for personnel performing assignments that involve prolonged standing or walking and will consult with the Occupational Health Nurse for individuals with medical problems that necessitate other types of footwear.
- 1.8 Employees who work in areas that have been identified by the Occupational Safety Consultant or Occupational Health Nurse to be High Risk Areas shall:
 - 1.8.1 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)
 - 1.8.2 Submit a written request to their supervisor prior to the wearing of any unapproved footwear if needing a medical exception to the slip resistant footwear requirement. The supervisor shall then forward the request for the exemption to the Occupational Safety Consultant for final approval.

- 1.9 Employees who engage in physical fitness activities during their meal break may wear athletic shoes when leaving the office and returning after an exercise period.
- 1.10 Earrings
 - 1.10.1 Female uniformed personnel shall be authorized to wear earrings.
 - 1.10.1.1 Earrings shall be limited to stud earrings or small clip-on earrings.
 - 1.10.1.2 Only one earring may be worn on each earlobe.
 - 1.10.2 Female non-uniformed staff shall be authorized to wear earrings to include hoop style, not to exceed 2 millimeters or 3/4 of an inch. Earrings shall be limited to no more than two per ear.
 - 1.10.3 Male personnel are prohibited from wearing earrings while on duty.
- 1.11 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.
 - 1.11.1 While on duty or on location at a Department facility, contractors or volunteers with inmate contact are prohibited from wearing any object inserted into an exposed body part.
- 1.12 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.
- 1.13 Badge/Employee Identification Card - Employees may shroud their badge or employee identification card 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 and Support Program.

503.03 UNIFORM SPECIFICATIONS - UNIFORMED CORRECTIONAL SERIES - Uniformed personnel shall follow all style and specific requirements for uniforms as outlined in Attachment C. Grooming standards shall be in compliance with section 503.01 of this Department Order and as otherwise authorized in this section.

- 1.1 General Uniform Appearance
 - 1.1.1 Only regulation uniform items shall be worn.
 - 1.1.2 Uniforms shall be clean, in good condition, and devoid of stains or patched areas.
 - 1.1.3 Uniforms shall fit properly, without undue bagginess or tightness in the trousers or shirt.
 - 1.1.4 All buttons shall be secured, with no unsightly bulging of buttonholes.
 - 1.1.5 Shoes, boots and accouterments shall be kept shined.
 - 1.1.6 Pant length shall be approximately one inch above the floor when standing in shoes and from one to two inches above the floor when standing in boots.

- 1.1.7 Long sleeved uniform shirts shall only be worn with the sleeves down and the cuffs buttoned.
- 1.1.8 The uniform shall be worn in its entirety. Uniform components shall not be worn separately.
- 1.2 Dress Standards - Division Directors, Regional Operations Directors, Bureau Administrators, Wardens and Deputy Wardens shall ensure uniformed personnel are in the proper class uniform for their specific post.
 - 1.2.1 Dress standards for uniformed personnel shall be as follows:
 - 1.2.1.1 Class "A" uniform shall consist of a silver-tan color, long sleeve shirt with a black tie and Class "A" trousers as outlined on Attachment C.
 - 1.2.1.2 Class "B" uniform shall consist of a uniform shirt as prescribed in section 1.2.2 without a tie, and Class "A", "B" or "C" trouser as outlined on Attachment C.
 - 1.2.1.3 Class "C" uniform shall consist of a uniformed shirt as prescribed in section 1.2.3, and Class "A", "B", or "C" trouser as outlined on Attachment C.
 - 1.2.2 Shirt - All uniform shirts shall conform to the standards/requirements as specified in Attachment C.
 - 1.2.2.1 Officers may wear the collar open.
 - 1.2.2.2 If worn with an open collar, undershirts and tee shirts shall be white in color.
 - 1.2.2.3 A black turtleneck dickey may be worn under the uniform shirt during cold weather periods. The dickey shall not be worn during formal activities.
 - 1.2.3 Polo Shirt - This shirt shall conform to the standards and requirements specified in Attachment C.
 - 1.2.3.1 Officers are permitted to wear the polo shirt while on duty except as outlined in 1.2.4.1 of this section.
 - 1.2.3.2 When wearing the polo shirt, command staff shall display their rank insignia on each collar lapel.
 - 1.2.3.3 The polo shirt may be worn with "A", "B", or "C" uniform trousers and may be worn year-round in normal work situations.
 - 1.2.4 Trousers - The following trousers are authorized for wear.

- 1.2.4.1 Class "A" - Class "A" trousers, as outlined on Attachment C, shall be worn by COTA staff and by all other uniformed personnel when attending a meeting away from one's assigned institution, making a court appearance or when engaged in any formal activity.
- 1.2.4.2 Class "B" - Class "B" trousers, as outlined on Attachment C, may be worn by all field-based uniformed personnel assigned to institution duties that do not otherwise require wearing of the Class "A" uniform, to include interior and exterior work crew personnel.
- 1.2.4.3 Class "C" – Class "C" trousers, as outlined on Attachment C, may be worn as outlined in 1.2.4.2. These trousers shall be worn only with military style boots and shall be worn bloused, if designed to be bloused.
- 1.2.5 Tie - Black, clip-on or breakaway style, of a material similar to the shirt, 2 1/2 to 3 1/2 inches wide, long enough to properly fit the wearer.
 - 1.2.5.1 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.
- 1.2.6 COTA instructors shall wear Class "A" or "B" shirts with Class "A" uniform trousers. See Attachment C.
- 1.2.7 Tie-Tac - Only a COTA, Length of Service or ADC veterans pin shall be authorized for wear as a tie-tac.
- 1.2.8 Smock - Pregnant officers may wear a uniform 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.
 - 1.2.8.1 The badge, name plate and other authorized accouterments shall be worn on the smock in the same approximate location as on the uniform shirt.
- 1.2.9 Jacket/Coat - Authorized jackets and coats are specified in Attachment C. Jackets and coats shall:
 - 1.2.9.1 Be the color of the designated uniform include the collar.
 - 1.2.9.2 Have Department patches on both shoulders, a replica of the breast badge over the left breast pocket and the officers last name embroidered over the right breast pocket.
 - 1.2.9.3 Black Military Sweater is authorized as outlined on Attachment C.
- 1.2.10 Headgear - The following types of headgear are authorized for optional wear. Specific requirements are listed in Attachment C.
 - 1.2.10.1 Smokey Bear style with Department badge insignia.
 - 1.2.10.2 Baseball cap with patch, the patch shall match the uniform shoulder patches.
 - 1.2.10.3 Khaki-colored "boonie" hat.

- 1.2.10.4 Western-style straw hat is authorized for with the Class "B" or "C" uniform.
- 1.2.10.5 Fur lined, trooper-style cap, or a knitted stocking cap is authorized for extreme weather conditions.
- 1.2.11 Shoes/Boots - Footwear styles may include any slip-on western and wellington-style boots, lace-up low quarter shoes, chukka style shoes, high top shoes, military style boots and zippered boots. Footwear shall be slip resistant and black with a plain smooth toe.
- 1.2.12 Socks - Black or brown socks shall be worn when low quarter shoes are worn with the uniform.
- 1.2.13 Belt - Plain or basket-weave black leather, nylon tactical belt, or black webbing, with a plain buckle that is gold in color or velcro fastener.
- 1.2.14 Gloves - Black or brown cut/slash resistant gloves may be worn while involved in search activities. When not involved in search activities gloves shall be worn looped over the right front portion of the belt. Brown or black gloves may be worn in cold weather.
- 1.2.15 Name Plate/Tag - A metal name plate with black lettering, bearing the wearer's first initial and last name, shall be worn over the right breast pocket of the shirt.
 - 1.2.15.1 The name plate for all Correctional Staff/Supervisors shall be gold in color.
 - 1.2.15.2 Matching cloth name tags with gold lettering shall be worn above the right breast pocket on uniform jackets or coats.
- 1.2.16 Rank Insignia - Command-level rank insignia shall be worn on:
 - 1.2.16.1 All uniform shirt collars, affixed to both sides of the collar, parallel to and three-fourths of an inch from the front edge, centered between the neckline and the outer edge of the collar.
 - 1.2.16.1.1 Sergeants shall wear yellow colored chevrons on both sleeves of all uniform shirts, polo shirts and jackets/coats immediately below the Department shoulder patch.
 - 1.2.16.2 The epaulets of jackets/coats, positioned one inch inward from the sleeve seam, or similarly positioned upon the shoulder area of outer-garments that do not have epaulets.
- 1.2.17 Badge - The Department breast badge shall be worn above the left pocket of the shirt.
 - 1.2.17.1 A cloth Department badge patch shall be sewn on the uniform jacket or coat in the designated location.
 - 1.2.17.2 The badge for all Correctional Staff shall be gold in color.

- 1.2.17.3 Officers may wear their badge with a clip-on badge holder on the right front portion of the belt if wearing a class "C" uniform. The Department will not provide clip on badge holders.
- 1.2.18 Uniform Accouterments - The Department shoulder patch shall be worn on both sleeves of all uniform shirts and jackets/coats and only those pins specifically identified below may be worn.
 - 1.2.18.1 The following may be worn on the right shirt pocket flap:
 - 1.2.18.1.1 The "current" Department (COTA) Academy pin.
 - 1.2.18.1.2 The Sergeant's Leadership Academy pin.
 - 1.2.18.1.3 The QuEST Award.
 - 1.2.18.1.4 The IHE "Attitude" pin.
 - 1.2.18.1.5 The Spirit of Excellence pin.
 - 1.2.18.1.6 The ADC insignia pin.
 - 1.2.18.1.7 The "We Support Our Troops" pin.
 - 1.2.18.1.8 Length of Service pin.
 - 1.2.18.1.9 One association pin from an ADC recognized labor group or professional group.
 - 1.2.18.1.10 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 right pocket flap or 1/4 inch above any other insignia in that area.
 - 1.2.18.1.11 Other pins designated by the Director.
 - 1.2.18.2 When authorized, pins awarded for valor, life-saving, meritorious service, Crossed American and ADC Flags, firearms proficiency and Firearms Instructor Certification may be worn on the left shirt pocket flap.
 - 1.2.18.2.1 The firearms proficiency award may only be worn during the current period of qualification.
 - 1.2.18.2.2 The Dog Handlers pin may be worn only while serving on the Service Dog team.
 - 1.2.18.3 Critical Incident Response Team (CIRT) members are permitted to wear the CIRT pin on the lapel of their shirt.
- 1.2.19 Raincoat - During inclement weather, uniformed personnel shall wear a translucent (clear) raincoat over the uniform. The raincoat may have two reflective stripes running the length of the coat.

- 1.2.20 Mounted Security Duty Uniform - Personnel actively participating in mounted security duty may wear brown denim jeans with the Correctional Officer uniform shirt.
 - 1.2.20.1 Approved uniform trousers shall be worn at all other times.
 - 1.2.20.2 Mounted security officers shall wear a straw western hat as outlined in section 1.2.10.4.
- 1.2.21 Tactical Support Unit (TSU) Uniform - Personnel assigned to TSU shall wear a two-piece black uniform, subdued Department shoulder patches and other accouterments as prescribed by the Unit Team Leader and approved by the Warden. TSU cloth patch tabs are only authorized to be worn on the TSU uniform.
- 1.2.22 Firearms Instructors - While involved in firearms training or qualification activities, shall wear a yellow baseball cap with the Department cap patch, a yellow short-sleeved polo-style shirt with a black Department insignia over the left breast and across the back, with Class "C" BDU-style utility trousers bloused over black military-style laced boots.
 - 1.2.22.1 A yellow windbreaker with insignia, black in color, over the left breast and across the back is authorized during cooler weather.
- 1.2.23 Service Dog Handlers - Shall wear the prescribed Correctional Officer uniform shirt and BDU style trouser while actively involved in canine duties, as outlined in Attachment C.
 - 1.2.23.1 While involved in dog training activities, the Service Dog Program Administrator and Training Officer shall wear the chocolate brown utility trousers and a black polo shirt. The polo shirt shall have a gold replica of the Department breast badge over the left breast and name, first initial and last name, embroidered over the right breast in gold.
- 1.2.24 Chase Team members shall wear the Class "B" or Class "C" uniform.
- 1.2.25 CDU, Special Management Units (SMUs), Special Management Areas (SMAs), Florence Central Unit and Lock-Up Units - Officers and other personnel, as deemed appropriate, assigned to maximum custody level facilities shall wear:
 - 1.2.25.1 Protective equipment (see DEFINITIONS), to include all personnel:
 - 1.2.25.1.1 With inmate contact during escorts, searches, tours, inspections and any activity involving routine inmate contact shall wear stab vests and eye protection.
 - 1.2.25.1.2 Involved in cell extractions or other inmate contact involving non-compliant inmates shall have additional protective equipment available to provide a higher level of personnel safety.
 - 1.2.25.2 A polo shirt under the body armor and in place of the standard officer uniform shirt.

- 1.2.25.3 Slash/cut resistant gloves as specified by Attachment C.
- 1.2.26 Only conventional sunglasses that are conservatively styled may be worn and only worn outdoors.
- 1.2.27 Jewelry – Uniformed personnel shall:
 - 1.2.27.1 Be permitted to wear one ring on each hand. Numerous rings are prohibited. A wedding ring and engagement ring are considered one ring.
 - 1.2.27.2 Be prohibited from wearing bracelets except for medical alert bracelets. No other jewelry is authorized, except as outlined in this Department Order.
 - 1.2.27.3 When authorized, be permitted to wear religious necklaces when the necklaces are not exposed or visible.
- 1.2.28 Medical Waivers - Wardens may, for justifiable and documented medical reasons, grant a temporary waiver from wearing a particular item of the prescribed uniform.
 - 1.2.28.1 Employees may receive a waiver for up to 30 days upon presentation of a doctor's documentation that they are medically unable to wear the prescribed uniform item(s).
 - 1.2.28.2 At the end of the 30 days waiver period, if the employee is still unable to wear the appropriate uniform item(s), the employee shall be referred for a medical evaluation, in accordance with Department Order #519, Employee Health - Assessment, Accommodation, Alternate Assignment.
- 1.3 Prohibitions - It is preferable that uniformed personnel not wear their uniform except in the commission of their official duties and shall use discretion in their activities while in uniform.
 - 1.3.1 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:
 - 1.3.1.1 Entering establishments that offer customers alcoholic beverages, excluding restaurants whose business activities do not primarily involve serving alcoholic beverages to their customers.
 - 1.3.1.2 Entering establishments that primarily offer gambling activities to their customer base. Examples include casinos and greyhound races.
 - 1.3.1.3 Entering establishments that cater to prurient interests.
 - 1.3.1.4 Participating in any activities that promote a particular candidate for public office.
 - 1.3.1.5 Participating in large public gatherings for entertainment purposes or entering establishments that have large public gatherings for entertainment purposes.

- 1.3.1.6 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.
- 1.3.2 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, it is recommended that personnel limit these activities while in uniform.
- 1.3.3 When in doubt as to the propriety of wearing the uniform to any destination while off-duty, personnel should consider changing to civilian clothing before arriving at the location.
- 1.4 Uniformed personnel shall be 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.
 - 1.4.1 Personnel who reside on institutional property may wear these items outside the secure perimeter of the institution.
 - 1.4.2 Personnel may wear blue jeans to pick up their paycheck or for official business as long as the meeting is not within the secure perimeter of an institution.
 - 1.4.3 Cadets shall be authorized to wear the Department approved sweatshirts and sweatpants, while assigned to COTA, and as directed by the COTA supervisors.

503.04 DRESS STANDARDS - SPECIALTY UNIFORMED PERSONNEL - Personnel in this section shall be in compliance with grooming standards outlined in section 503.01 of this Department Order or as authorized in this section.

- 1.1 Specialty uniformed personnel shall wear slip resistant footwear as outlined in section 503.02, of this Department Order.
- 1.2 Gloves, sunglasses and jewelry shall only be worn as outlined in section 503.03, of this Department Order, if applicable.
- 1.3 Food Service - The prescribed uniform for food service personnel shall consist of a white shirt, chocolate brown trousers and a brown baseball cap as outlined in Attachment C.
 - 1.3.1 Food Service personnel shall wear an embroidered nameplate over the right breast pocket of the shirt. The nameplate shall be embroidered in brown thread and include the wearer's first initial and last name.
 - 1.3.2 Contract personnel shall wear the same uniform or uniform items as specified in the current contractual agreement with the Department.
 - 1.3.3 Belts and boots as outlined in section 503.03, of this Department Order.
 - 1.3.4 Jackets and coats shall be chocolate brown. Logos or emblems are prohibited.
- 1.4 Maintenance/Automotive/Warehouse - The uniform shall consist of matching grey shirts and trousers and a grey baseball cap.

- 1.4.1 A matching cloth name tag with black lettering, bearing the wearer's first initial and last name, shall be worn over the right breast pocket of the shirt.
- 1.4.2 Department patches shall be worn on each shoulder.
- 1.4.3 Belts and boots as outlined in section 503.03, of this Department Order.
- 1.4.4 Jackets and coats shall be grey with Department patches on each shoulder.
- 1.5 Recreation
 - 1.5.1 Athletic shoes may also be worn in conjunction with athletic activities.
 - 1.5.2 At all other times, the dress standards outlined in section 503.01 shall be observed, as applicable.
- 1.6 Medical - Institution medical personnel, except for administrative personnel may, at their own expense, wear white medical lab coats. Laboratory and x-ray technicians, dental, medical records and nursing personnel may wear designer scrubs, provided they are worn into and out of the institution, and they are not the hospital blue/green variety.
 - 1.6.1 Institution medical personnel are responsible for the lab coats and scrubs brought into the institution.
 - 1.6.2 Lab coats must bear the name of staff on the left breast side.
- 1.7 Occupational Safety Consultant - Uniforms shall meet guidelines set by the National Fire Protection Association (NFPA) as specified in Attachment C.
 - 1.7.1 Pants shall be dark blue, flame resistant 100% cotton or wool.
 - 1.7.2 Belts and boots as outlined in sections 503.03, 1.2.11 and 1.2.13 of this Department Order.
 - 1.7.3 Shirts shall be white short sleeved, two or three button 100% cotton polo shirt. The approved Occupational Safety seal shall be embroidered over the left breast and the individual's name embroidered over the right breast.
 - 1.7.4 Jackets shall be dark blue and have an Occupational Safety seal over the left breast as prescribed in 1.7.3 above.
 - 1.7.5 The badge may be displayed on the belt when the staff member is on duty and during Department-related public appearances.
- 1.8 Fire Fighter Personnel - Uniformed personnel who are required to respond as fire fighters shall wear uniforms that are 100% cotton, to include the stitching. Fire retardant turnout gear as prescribed by NFPA standards shall be provided to personnel. Clothing underneath the turnout gear shall conform to NFPA standard as outlined in Attachment C.
- 1.9 Special Investigators - The approved polo shirt, which identifies the staff member as a Department Special Investigator, may be worn on duty.

- 1.10 Employees of Companies Under Contract with Arizona Correctional Industries – 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.
- 1.11 Dress Standards - Male and Female Clergy - While performing their duties, Clergy may wear attire appropriate to their religious tradition.

503.05 GROOMING AND DRESS COMMITTEE

- 1.1 Membership - The assignment of staff to the Committee or to fill vacancies shall be at the direction of the Director or designee.
 - 1.1.1 A member shall serve for a maximum of two years.
 - 1.1.1.1 Chairperson - One of the Offender Operations' Operation Directors.
 - 1.1.1.2 Member – Central Office Administrative Services representative, as assigned by the appropriate Division Director.
 - 1.1.1.3 Member – Central Office Support Services representative, as assigned by the appropriate Division Director.
 - 1.1.1.4 Member – Central Office Health Services representative, as assigned by the appropriate Division Director.
 - 1.1.1.5 Member - Institutional Correctional Officer.
 - 1.1.1.6 Member - Institutional Lieutenant.
 - 1.1.1.7 Member – Institutional non-uniformed.
 - 1.1.1.8 COTA representative.
 - 1.1.1.9 Advisor - Purchasing Manager or designee. (As needed)
 - 1.1.1.10 Employee Relations Representative(s).
 - 1.1.1.11 Specialty Uniform representative.
 - 1.1.2 The Chairperson shall:
 - 1.1.2.1 Facilitate the meeting process to include, reserving meeting room facilities, preparing the agenda and the distribution of meeting minutes.
 - 1.1.2.2 Notify the Wardens two weeks prior to a scheduled meeting. The Wardens shall ensure that the meeting is announced during shift briefings to solicit staff input.
 - 1.1.2.3 Ensure that the Grooming and Dress Committee meeting minutes are posted on the ADC Net Website.

- 1.2 The Committee shall convene for regularly scheduled meetings at approximately six month intervals or as required by the Chairperson.
- 1.3 The Committee's responsibilities shall be, but are not limited to:
 - 1.3.1 Establishing standards and requirements for items listed in Attachment C.
 - 1.3.2 Developing specifications for appropriate items of apparel.
 - 1.3.3 Evaluating items of apparel offered by manufacturers and vendors against the approved specifications.
 - 1.3.4 Evaluating items of apparel offered by manufacturers and vendors against the approved specifications and conduct an annual price comparison of uniform items and make adjustments in the best interest of the staff.
 - 1.3.5 Reviewing administrative and field requests for changes. Employees may submit recommendations for improvement directly to the Grooming and Dress Committee Chairperson using the Department website.
 - 1.3.6 Conducting annual review of dress standards for employees.
 - 1.3.7 Reviewing other issues associated with employee grooming and dress.
- 1.4 The Committee may require vendors and/or manufacturer representatives to provide samples of uniform apparel and accouterments to determine if the items will be authorized for wear or use by the Department. Only the Chairperson and members shall be permitted to vote.
- 1.5 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 for review, who may provide comments and/or recommendations to the Committee Chairperson.
- 1.6 The Committee Chairperson shall provide written recommendations, which shall include any additional comments/recommendation made by the Division Directors through the Deputy Director, to the Director for consideration and approval.
- 1.7 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.
 - 1.7.1 The written notification to the vender/manufacturer shall:
 - 1.7.1.1 Provide specific reason(s), if the item(s) is denied for use or wear.
 - 1.7.1.2 Approve an item(s) and outline the specifications.
 - 1.7.1.3 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.
 - 1.7.1.3.1 The Committee may request a sample of the replacement item for determination as specified in 1.4 of this section.

- 1.7.1.3.2 A new notification shall be issued as outlined in 1.7.1.1 or 1.7.1.2 and 1.7.2 of this section.
- 1.7.1.4 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.
- 1.7.1.5 Stipulate that the vender 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.
- 1.7.2 The Committee shall provide prompt written notice to:
 - 1.7.2.1 Vendors/manufacturers when changes to specifications are approved.
 - 1.7.2.2 Personnel when an item(s) is authorized. Personnel shall not be permitted to wear or use item(s) that are not authorized.

IMPLEMENTATION

Uniformed staff shall be authorized to wear the Smokey Bear style hat with the silver acorns for one year from the effective date of this Department Order.

Sergeants shall wear yellow chevrons on all polo shirts. This requirement has a one year wear-out period from the effective date of this Department Order.

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 that identifies that 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 that 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, Regional Operations Directors, Administrators, Bureau/Unit Administrators, and all support and clerical personnel assigned to Central Office.

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 in to 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 Services, 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 CO Is, CO IIs, Sergeants, Lieutenants, Captains and Majors, and members of TSU when functioning in such capacity.

LOW RISK AREA - 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 all personnel who work in CDUs, SMUs, SMAs and Central Unit. Protective equipment includes; stab vests, protective eye-wear, protective helmets, protective shields, gas masks, and knee and elbow pads. Slash/cut resistant gloves as identified in Attachment C are a staff purchase item.

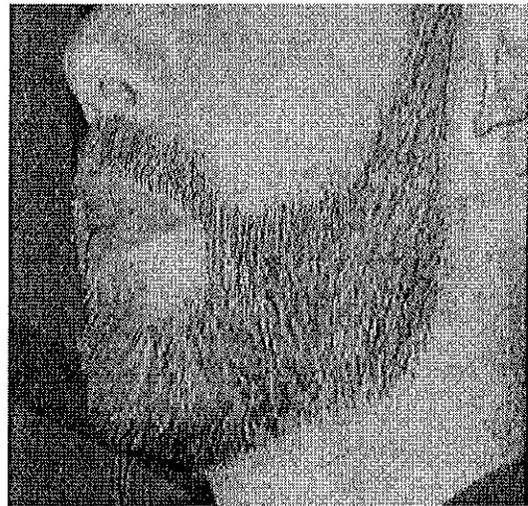
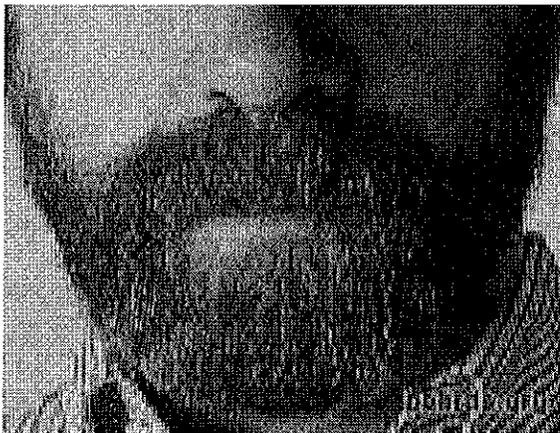
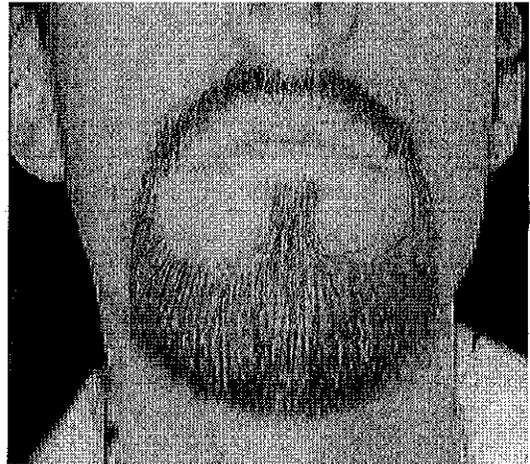
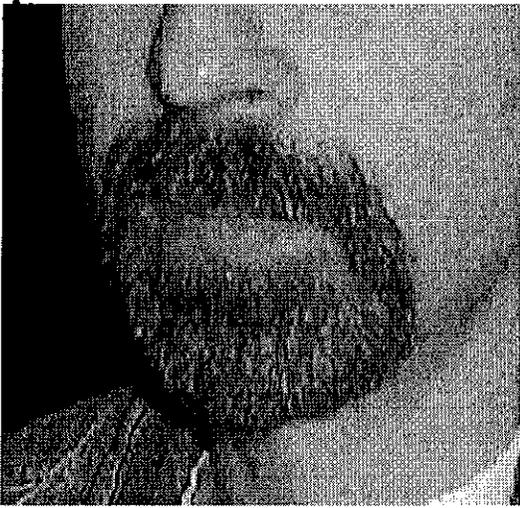
{Original Signature on File}

Charles L. Ryan
Director

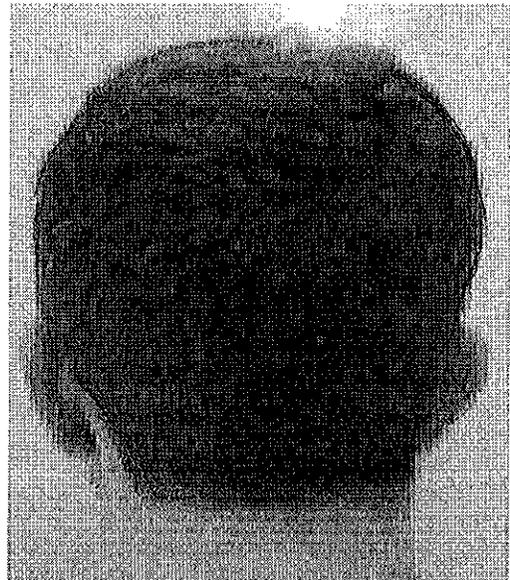
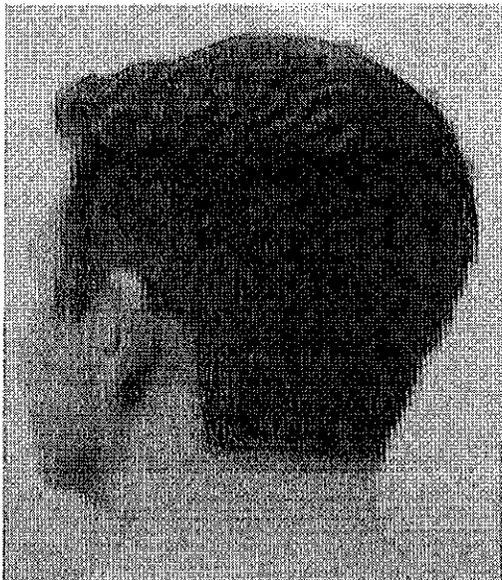
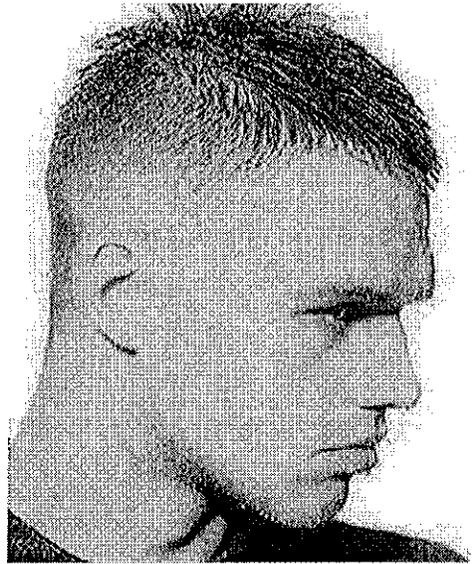
ATTACHMENTS

- Attachment A - Male Employee Grooming Illustrations
- Attachment B - Female Uniformed Employee Grooming Illustrations
- Attachment C - Uniform Component Specifications

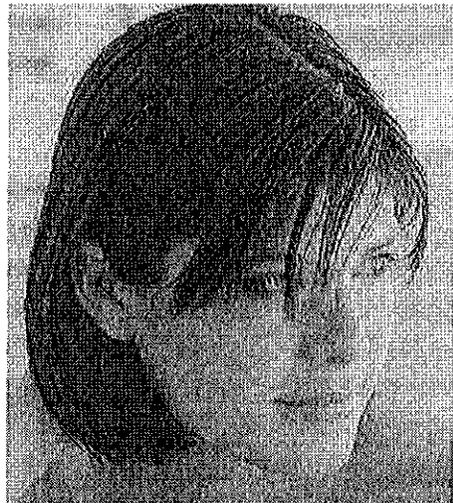
**ATTACHMENT A
DEPARTMENT ORDER 503**



Attachment A
Department Order 503



ATTACHMENT B
DEPARTMENT ORDER 503



UNIFORM COMPONENT SPECIFICATIONS STANDARDS/REQUIREMENTS

Polo Shirt A tan colored, jersey knit polo shirt, short-sleeved, two button garment made of 50% cotton/polyester blend. The shirt shall have a replica of the Department officer's badge embroidered over the left breast; the officer's first initial and last name embroidered over the right breast. The lettering for the officer's first initial and last name shall be 3/8 inch, block style, stitched with chocolate brown thread. Supervisory rank shall be indicated by wear of embroidered insignia on the polo shirt collar. Sergeants shall wear yellow chevrons on all polo shirts.

Note - All other approved polo shirts shall conform to the style and blend of the Correctional Officer polo shirt, unless specifically identified. Colors shall conform to specific Department Order guidelines.

Shirt Uniform shirts shall be silver-tan in color, wash and wear or tropical weave 65% Dacron Polyester/35% Rayon, with a badge holder reinforcement eyelets above left pocket flap, epaulets, and as an option a concealed zipper front, with Niagra Twin 22 Ligne Tan #M2437 plastic buttons, **or** an equivalent shirt as approved by the Director. Specifications, listed by brand, gender and item/style number, are as follows:

Elbeco: Female - "Duty Plus" Long sleeve shirt; item #9592LC, or short sleeve shirt; item #9792LC. Male - "Duty Plus" Long sleeve shirt; item #592, or short sleeve; item #5592.

Fechheimer Flying Cross; Female - Long sleeve shirt; item #103W6604, or short sleeve shirt; item #153R6604. Male - Long sleeve shirt; item #19W6604, or short sleeve shirt; item #69R6604. This specification shall be effective for shirts purchased on or after October 2, 2000.

Horace Small; Female - "Deputy" long sleeve shirt; style #505ST, or "Deputy" short sleeve; style #575ST. Male - "Deputy" long sleeve shirt; style # 507ST or long sleeve style #9270, or "Deputy" short sleeve; style #577ST.

Leventhal, LTD; Female - "Conqueror" long sleeve, style #5645 WSSBP, or "Conqueror" short sleeve, style #5646 WSSBP. Male - "Conqueror" long sleeve, style #5639 SSBP, or "Conqueror" short sleeve, style #5625 SSBP.

Trousers Class "A" - Uniform trousers/pants shall be chocolate brown in color, in wash and wear polyester or tropical worsted material, that are cotton/polyester blended (60% cotton & 40% polyester). Specifications are as follows:

Elbeco. Tactical Twill 65% Polyester/35% cotton. Female - Item # E9815LC. Male - Item # E815RN.

Fechheimer. Dacron Polyester Dress Slack; Female - Style 95235. Male - Style 32239. Flying Cross 75% Polyester/25% wool; item #42289(T-1) and 45289 (T-1).

Horace Small. Honor Corps. 100% Dacron Polyester; item #8307 and 8407 or Sentry Plus; item #907 and 1007.

Wrangler- dress slacks; 100% Polyester in chocolate brown.

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Class "B" - Uniform trousers/pants shall be chocolate brown in color of 65% polyester and 35% cotton. Specifications are as follows;

Ranger Joe's International - That are a magnum rip-stop material/colorfast and wrinkle free, item #05600400312.

Dickie - 874 MH, 65% Polyester/35% cotton in chocolate brown.

Wrangler- 65% Polyester/35% cotton blend in chocolate brown.

Class "C" - Uniform trousers/pants shall be chocolate brown in color of 65% polyester and 35% cotton. Specifications are as follows;

Fechheimer - Flying Cross, 65% Polyester/35% cotton BDU's; item #49309 (T-11) and 49359 (T-11).

Blauer "Streetgear Side Pocket" BDU; Female - Style 8810W. Male - Style 8810.

Proper BDU - Military style Battle Dress Uniform pants in chocolate brown, #1297, #1264, #1253.

5-11 Tactical BDU - Tactical series of the military style Battle Dress Uniform in chocolate brown.

Jacket/Coat Uniform jackets/coats shall be the color as outlined in the sections for specific uniforms to be worn and meet the specifications as follows:

Breeze Bender #42159 or Bomber Jacket - Model B-15.

Blauer - TNT Bomber Jacket #6015.

Elbeco - Summit Duty Jacket #3915.

Fechheimer - Ultra #58139, Flying Cross Ultra 2000 #58129, Flying Cross Lightweight Shell Jacket #42159.

Horace Small - (windbreaker with liner) Weather 4 #3707HP, New Generation 2 #2647 M.

Spiewak - Weather Tech Active Duty Jacket #032 or 3465.

Eisenhower Jacket - or "Ike" jacket, is a type of military uniform shortened coat terminating in a waistband. Dickies Brand JT 75-unlined or JT15 - lined.

4-1 Patrol Jacket - 5.11 Tactical 4-in-1 Patrol Jacket #48027.

Black Ribbed Uniform Sweater - Brand: COMMANDO (or other if very similar style) 100% PIL-TROL ACRYLIC with epaulets on shoulders and black cotton durable patch on elbows and shoulders and V-Neck.

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- Headgear** *Smokey Bear style* - Stratton S-40 straw campaign hat, with Department badge insignia. (The hat shall be single or double brim, dark brown, with a dark brown band, gold acorns and a black chin strap.)
- Western Style Straw Hat* - Shantung, beige.
- Baseball Cap* - Fechheimer Company stock # 11646, dark brown front, 100% textured and ventilated or the equivalent in a cotton/polyester blend, worn with Department cap patch.
- Trooper Style Cap* - Fur lined, dark brown, or a dark brown or black knitted stocking cap.
- "Boonie" Hat* - 100% cotton rip stop with brass screen vents.
- Shoes/Boots** Black with smooth toe, slip resistant.
- Gloves** Slash/Cut Resistant. Staff Purchase when needed or required.
- Hatch* - Friskmaster 2000.
- Fire Fighters** *NFPA-Standard on Work Uniforms for Fire/Emergency Services* - Work uniforms shall 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.