CHAPTER: 500

Administrative/Human Services

DEPARTMENT ORDER:

503 – Employee Grooming and Dress

OFFICE OF PRIMARY RESPONSIBILITY:

DD

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Arizona Department of Corrections Rehabilitation and Reentry

Department Order Manual

David Shinn, Director

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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, Rehabilitation and Reentry (ADCRR) are symbols of the authority and responsibility conferred by the state. They have been selected to provide a high level of visibility while ensuring 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.

APPLICABILITY

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

RESPONSIBILITY

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

PROCEDURES

1.0 GROOMING STANDARDS – ALL PERSONNEL

1.1 Grooming Standards - Employees shall maintain high standards of 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 - The introduction of wigs, clip-on hairpieces, toupees, etc., are not permitted for short term, casual or fashion reasons for staff who are assigned to work inside the secure perimeter of prisons or who will enter such locations as part of their duties.

1.1.2.1 Employees planning to wear such accoutrements on a long-term basis shall request permission from their supervisor and have it added to their personal property form in accordance with Department Order #513, Employee Property.

1.1.2.2 Employees are responsible to immediately report to their supervisor when a previously approved hairpiece is not being worn, or 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), etc. Objects include, but are not limited to: jewelry, rings, posts, straw or toothpick material. Earrings may be worn as specifically authorized in sections 2.0, 2.9.2.7 and 4.0, 4.3.5 and 4.4.3.

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 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 – State/Federal Programs and Assignments.

1.3.3 If no other privacy issue, existing policy, or process exists to address the specific circumstances, employees shall forward a written 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 the Glossary of Terms.)

1.4 Assigned Equipment - Employees shall maintain control of their ADCRR identification cards and assigned equipment (e.g., handcuffs, Oleoresin Capsicum (OC) sprays, etc.) while on and off duty. During off-duty hours, such items shall be maintained in the personal residence and not be left in personal vehicles, except for short periods when travelling to and from work. If brief stops are made during travel, items shall be stored as securely as possible and out of sight of those outside the vehicle.

2.0 GROOMING AND DRESS STANDARDS – UNIFORMED STAFF

2.1 Uniform Requirements - All uniform items shall conform to descriptions in this 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 (e.g., shirts, trousers, footwear and outerwear) and additional information are available on the ADCNet intranet website - Image and Professionalism webpage.

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

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

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

2.2.1 All Correctional Officer Series employees (Correctional Officer-Major) are required to possess on their person an ADCRR identification card, valid Arizona driver's license, state-issued OC spray, handcuffs, key lanyard, personal protective equipment (PPE) and a valid Firearms Qualification Card. All of these items are to be considered part of the uniform.

2.2.1.1 Duty belts, with a minimum of four belt keepers, are required for all uniformed Correctional Officer Series employees. Under belts should not be visible when the duty belt is in place.

2.2.2 All staff working in Maximum and Close Custody level facilities, or areas which house Maximum Custody inmates, shall wear stab vests and eye protection as part of their uniform. (See the Glossary of Terms)

2.2.2.1 Staff working in Medium and Minimum Custody level facilities are encouraged to wear stab vests and eye protection as part of their uniform. Staff must have stab vest available for use at all times.

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

2.2.2.3 Face shields may be required in areas where inmates with assaultive history are housed.

2.3 Male Uniformed Personnel

2.3.1 Hair (See Figure 1)

2.3.1.1 Hair shall not:

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

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

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

2.3.1.2 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.

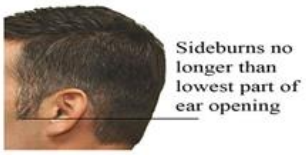
2.3.1.3 Heads may be clean-shaven.

Figure 1 - Men's Hair Standard

2.3.2 Sideburns and Mustaches

2.3.2.1 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 sideburns shall not exceed one inch (no "mutton chops"). (See Figure 2)

Figure 2 - Men's Sideburns



2.3.2.2 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

2.3.3 Goatees and beards are authorized for uniformed Correctional Officer Series employees as outlined in section 4.0, 4.3.3.

2.3.3.1 Designated specialty positions may wear facial hair in accordance with Department Order #404, Fire, Safety and Loss Prevention.

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

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

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

2.4 Female Uniformed Personnel

2.4.1 Hair (See Figure 4)

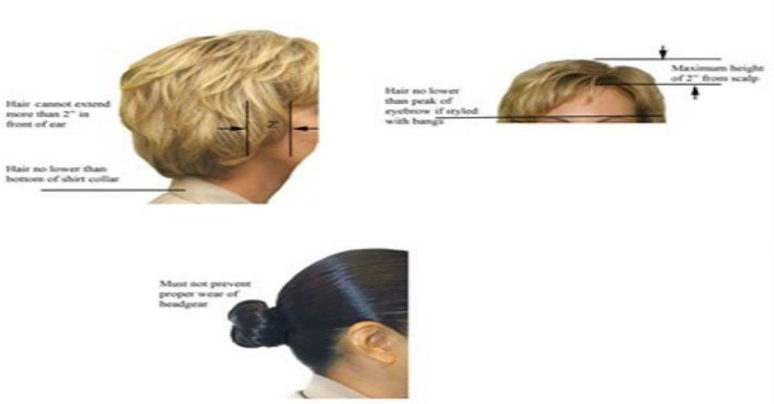
2.4.1.1 Hair shall not extend below the bottom of the shirt collar while sitting or standing in an erect position.

2.4.1.2 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.

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

2.4.1.4 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



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

2.4.2.1 Fingernail polish may be any color. Designs, decals and patterns on fingernails must maintain a professional standard.

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

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

2.5 Personal Appearance

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

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

2.5.1.2 Undershirts must be white, crew neck style only, and sleeves shall not hang below the short-sleeve shirt.

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

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

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

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

2.5.1.7 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.

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

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

2.5.1.9.1 Tan boots are excluded from the shined requirement.

2.5.2 Uniform Closet - The Warden at each complex shall identify a closet in a secure area in the complex administration building to store donated uniforms.

2.5.2.1 Uniformed staff wishing to receive donated items shall send a memorandum to the Warden noting items requested and size.

2.5.2.1.1 Items will be dispersed on a first come-first served basis.

2.5.2.2 During exit interviews with uniformed Correctional Officer Series employees, supervisors shall inquire if they wish to donate their uniforms for use by their peers at no cost.

2.6 Uniform Restriction - Uniformed personnel shall not wear civilian attire with any distinguishable part of the uniform when in public view whether on duty or off duty. For example, it is not appropriate to wear a Class B uniform shirt with “blue” jeans or an ADCRR baseball cap with civilian clothes (unless a cadet on the COTA grounds).

2.6.1 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.

2.6.1.1 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:

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

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

2.6.1.1.3 Entering establishments that cater to prurient interests.

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

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

2.6.1.1.6 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.

2.6.1.2 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.

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

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

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

2.6.2.1 Security personnel may wear brown Wrangler denim jeans, identified on the Approved Uniform Items List, when participating in "Blue Jean Fridays" and shall contribute one dollar to the employee fund each time they wish to participate.

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

2.6.2.3 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.

2.7 Uniform Specifications – The uniform specifications for Class A, B and C, maternity wear, and outer-wear are outlined in Attachment A, Uniform Class "A" and "B" Specifications, Attachment B - Uniform Class "C" Specifications, and Attachment C, Inclement Weather Attire Specifications.

2.7.1 All uniformed personnel are required to wear a Class A uniform when attending meetings away from their assigned institution, at court appearances or other formal occasions.

2.7.2 With the exception of section 2.7.1 above, uniformed Correctional Officer Series employees may wear combinations of Class A, B or C uniforms (e.g., staff may wear the Class A long sleeve shirt with the Class C Tactical Dress Uniform (TDU) trousers).

2.8 Optional Uniform for Correctional Series Administrators – Correctional Series Administrators may wear a Class "A" uniform.

2.8.1 Shirt shall be long sleeved

2.8.2 A black tie is required

2.8.3 Tie clip shall either be a solid gold in color or an emblem signifying military service

2.8.4 Slacks/Trousers shall be chocolate brown in color

2.8.5 Belt shall be leather and black in color with a gold buckle

2.8.6 Smokey Bear style hat (optional) as described in Attachment A

2.8.7 Service Stripes as described in Attachment A

2.8.8 Rank Insignia as described in Attachment A

2.9 Uniform Rank Insignia and Accoutrements

2.9.1 Group 1 – Department badge, patch, name plate, and rank insignia shall be worn as specified in Attachment A.

Figure 5 – Badge, Name Plate and Rank Insignia Placement

2.9.2 Group 2 - Department Earned Award Ribbons and Proficiency Pins (See Figure 6)

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

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

2.9.2.1.1.1 Valor

2.9.2.1.1.2 Life-saving

2.9.2.1.1.3 Meritorious service

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

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

2.9.2.1.2.2 Firearms Instructor pin

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

2.9.2.1.2.4 The "current" Department (COTA) Academy pin

2.9.2.1.2.5 Critical Incident Response Team (CIRT) pin

2.9.2.1.2.6 Sergeant's Leadership Academy pin

2.9.2.1.2.7 QuEST Award pin

2.9.2.1.2.8 Length of Service pin

2.9.2.1.2.9 Field Training Officer (FTO) pin

2.9.2.1.2.10 Special Operations and Tactics (SO&T) pin

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

Figure 6 – Award Ribbons and Proficiency Pin Placement

2.9.3 Group 3 - Optional Accoutrements (See Figure 7)

2.9.3.1 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.

2.9.3.2 Optional pins (a maximum of one), if worn, shall be placed on the right pocket flap. They include:

2.9.3.2.1 IHE "Attitude" pin

2.9.3.2.2 The United States (U.S.) flag pin, single or crossed with ADCRR flag - The pin shall be worn above the name plate.

2.9.3.2.3 One association pin from an ADCRR recognized employee organization or professional group

2.9.3.2.4 "We Support Our Troops" pin

2.9.3.2.5 Spirit of Excellence pin

2.9.3.2.6 ADCRR insignia pin

2.9.3.2.7 "Pink ribbon" breast cancer awareness pin – The pin may only be worn during Breast Cancer awareness month (October) and shall be purchased from the Department with profits donated to the American Cancer Society.

2.9.3.2.8 Unit designator pin – The pin may be purchased at staffs own expense, and may only be worn while assigned to that specific unit.

2.9.3.2.9 Other pins designated by the Director.

Figure 7 – Optional Accoutrements Placement

2.10 Accessories - Uniformed personnel 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.

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

2.10.1.1 Multi-colored lenses are prohibited

2.10.1.2 Frames may be black, brown, gold, silver or gray

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

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

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

2.10.2 Jewelry - Uniformed personnel may wear the following jewelry while in uniform:

2.10.2.1 Medical or identification bracelets

2.10.2.2 One non-metallic bracelet, signifying support the troops, cancer awareness, etc.

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

2.10.2.4 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.

2.10.2.5 Wearable Activity Trackers (Fitbit), in accordance with Department Order # 513, Employee Property.

2.10.2.6 One necklace, conservative in style, may be worn under the uniform shirt

2.10.2.7 Earrings

2.10.2.7.1 Male employees are prohibited from wearing earrings while in uniform.

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

2.10.2.7.2.1 One in each ear lobe - below the opening of the ear canal.

2.10.2.7.2.2 Pierced ear, stud-type only (no hook type)

2.10.2.7.2.3 Conservative in color

2.10.2.7.2.4 Not over 5.0 mm in diameter

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

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

3.1 Specialty uniforms shall only be worn while engaged in specialty assignments.

3.2 Approved specialty polo shirts (two or three button, short or long sleeve) may be worn by the instructors and specialty uniformed personnel. Polo shirts shall have the embroidery or a screen print of the Department badge, individual's name, and any other allowable wording.

3.2.1 The Department badge or approved logo/seal shall be located over the left chest area, and the individual's name, if specified, shall be located over the right chest area.

3.3 Headgear - Baseball or boonie caps are optional. The cap color must match the pant color, unless otherwise specified in this section.

3.4 Contract Personnel - Contract personnel (e.g., medical, food service, etc.) shall wear the same uniform or uniform items as specified in the current contractual agreement with the Department.

3.5 Physical Plant/Automotive/Warehouse – The uniform consists of matching grey shirts, polo or long sleeved t-shirt, and trousers. Grey baseball cap with ADCRR uniform patch/straw hat (straw-colored) is optional.

3.5.1 The shirt shall have a matching cloth name tag with black lettering, bearing the individual's first initial and last name.

3.5.2 Grey, polo shirts and long sleeved t-shirts, are an option for purchase by the employee. All lettering shall be 3/8" block style and black in color.

3.5.2.1 Polo shirts shall have the "ADCRR Maintenance" logo, and the employee's first initial and last name.

3.5.2.2 T-shirts shall have the employee's first initial and last name on the front right chest area. T-shirts may have a pocket.

3.5.3 Department patches shall be worn on each shoulder.

3.5.3.1 Polo shirts shall not have patches.

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

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

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

3.5.7 Physical Plant personnel are not in the Correctional Officer Series; however, they do wear uniforms. Physical Plant personnel:

3.5.7.1 May have goatees and beards in accordance with section 4.0, 4.3.3.

3.5.7.2 Are not authorized to participate in "Blue Jean Fridays," as they have a specialty uniform.

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

3.6.1 Pants shall be dark blue, flame resistant fabric.

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

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

3.6.4 Shirts shall be navy blue, with the approved Occupational Safety seal and the individual's name in white.

3.6.4.1 A white button-up dress shirt and tie may be used at official meetings, formal functions and when representing the Department in an official capacity (e.g., court appearances).

3.6.5 Jackets shall be dark blue and have an Occupational Safety seal, in lieu of a Department badge.

3.6.6 The badge may be displayed on the left side of the belt when the staff member is on duty and during Department-related public appearances.

3.7 Fire Fighter Personnel

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

3.7.2 Industrial Fire Brigade Fire Fighter Personnel – Uniformed personnel who are required to respond as fire fighters shall wear uniforms that are 100% cotton, to include the stitching. Structural Firefighter Protective Clothing (aka turnout gear) as prescribed by current NFPA 1971 and NFPA 1851 standards shall be provided to personnel. Clothing underneath the turnout gear shall conform to NFPA standard.

3.8 Employees of Companies under Contract with Arizona Correctional Industries (ACI) - Employees of companies, which have entered into an Inmate Labor Program contract or a Prison Industries Enhancement Certification Program agreement, shall comply with the dress standards stated in the contract/agreement between the Department and the respective company. Compliance shall apply specifically to inmate labor programs that occur within a Department institution.

3.9 Clergy - While performing their duties, Clergy may wear attire appropriate to their religious tradition. Attire brought into the institution for religious ceremonies/observances MUST be accounted for, at the conclusion of the religious function and taken out of the secure perimeter of the unit.

3.10 Tactical Support Unit (TSU) Team Members and Instructors

3.10.1 TSU Team Members and Instructors shall wear:

3.10.1.1 TDU pants, green in color, and long sleeve shirt, khaki in color. The TSU uniform specifics are identified on the Approved Uniform Items List.

3.10.1.1.1 The Department shoulder patch in tan/brown color shall be on the left shoulder and the Complex team shoulder patch shall be on the right shoulder.

3.10.1.2 T-shirt, tan in color.

3.10.1.2.1 Front - Department badge on front left chest area

3.10.1.2.2 Back - Team name or logo

3.10.1.3 Boots, military style, tan or coyote brown in color.

3.10.1.4 Belt, tan or green in color, plastic or metal buckle.

3.10.1.5 Vest carrier patches – TSU are authorized to wear the following patches:

3.10.1.5.1 Operator emblem, tan (Operator, Senior, Master) - Only one may be worn

3.10.1.5.2 The Department badge with TSU stitched in center, brown thread and tan colored background

3.10.1.5.3 Blood type patch, brown or tan in color

3.10.1.5.4 The United States flag patch, tan or green in color

3.10.1.6 Sun shade head cloth or shemagh scarf, green or tan in color. May not be used as a mask, but may cover head and sides for sun protection.

3.10.2 Complex–level instructors shall wear the TSU uniform at monthly trainings unless teaching range or Conducted Electrical Weapons (such as the TASER).

3.10.3 SO&T Cadre Master Instructors approved and certified through Security Operations and the Special Operations and Tactics Coordinator shall wear:

3.10.3.1 TDU pants, brown in color.

3.10.3.2 Polo shirts, green in color. The polo shirt shall have the Department badge on the left chest and the words "Instructor Special Operations and Tactics" in gold on the right chest area.

3.10.4 TSU guest instructors shall wear, for any TSU class or academy held at COTA or other locations, a tan TDU-style pant and a plain black polo shirt.

3.11 Service Dog Personnel

3.11.1 Service Dog Handlers, while actively involved in canine duties, may wear the prescribed Correctional Officer Class C uniform.

3.11.2 Service Dog Program Administrators and Training Officers, while involved in canine training activities, may wear the chocolate brown or tan TDU's and a black polo shirt. The polo shirt shall have the Department badge and the individual's name.

3.11.2.1 Desert tan boots may be worn by Service Dog Program Administrators and Training Officers in conjunction with the approved black polo shirt and chocolate brown or tan TDU's.

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

3.12.1 Honor Guard members, while involved in training activities or traveling to and from a deployment, may wear tan TDU's and a black polo shirt with gold lettering. The polo shirt shall have the Honor Guard logo and the individual's name.

3.13 Community Corrections Reentry Centers – Staff working at Community Corrections Reentry Centers shall wear tan TDU-style trousers and a maroon polo shirt. The polo shirt shall have the Department badge, the letters "CCRC" above the badge and "Community Corrections" under the badge.

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

3.13.2 Footwear - Black shoes, or black or tan Western-style boots or military-style boots with plain smooth toe, slip-resistant

3.13.3 Jackets and Coats – Black in color, with the embroidered Department badge

3.13.4 Headgear - Tan baseball cap is optional

3.14 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 have accoutrements, appropriate to the task, unique to the subject matter or training discipline, such as:

3.14.1 Firearms - Yellow shirt with black lettering

3.14.1.1 Firearms Instructors and armorers may wear a yellow baseball cap or tan boonie cap.

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

3.14.3 Canine - Black shirt with gold lettering

3.14.4 Honor Guard - Black shirt with gold lettering

3.15 Jumpsuits/Coveralls – Facilities will maintain an appropriate number of jumpsuits/coveralls for use by uniformed staff to aid in preventing damage and/or premature wear out of their uniform as a result of assignments determined to heighten the likelihood of damaging a uniform.

3.15.1 Jumpsuits/coveralls are to be tan in color and are to be marked in such a way that the individual donning the jumpsuit/coverall is readily identifiable as a uniformed staff member (e.g., shoulder patches, cloth/embroider badges, etc.).

3.15.2 Wardens shall:

3.15.2.1 Ensure jumpsuits/coveralls are maintained in a secure location and issued in a manner providing for continuous accountability with a reconciled daily inventory. Jumpsuits/coveralls may be:

3.15.2.1.1 Issued on a semi-continuous basis to staff members who may be engaged in protracted projects/assignments which increase the susceptibility of damaging their uniform.

3.15.2.1.2 Temporarily issued to a staff member who has their uniform soiled as a result of an inmate assault. The staff member shall return the jumpsuit/coverall on their next workday.

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

3.15.2.3 Ensure jumpsuits/coveralls are laundered prior to reissuance.

4.0 GROOMING STANDARDS – NON-UNIFORMED STAFF

4.1 Duty Requirements - All employees are required to possess on their person an ADCRR identification card, and valid Arizona driver's license. Each person assigned OC spray is responsible to have it in his/her possession at all times while on duty. Issued OC spray shall not be left on or in a desk, office or elsewhere on Department property.

4.1.1 The ADCRR identification card shall be worn either on a lanyard or in the upper chest area. It is never to be worn on the belt.

4.2 Non-Uniformed Staff Attire – The Director, Deputy Directors, and Assistant Directors may authorize, at their discretion, the appropriate dress standard other than prescribed herein for staff attending scheduled meetings or Department functions on a case by case basis.

4.2.1 Professional Business Attire for Non-Uniformed Staff - This attire is the most formal in nature and considered to be appropriate in a conventional, conservative business setting. All non-uniformed staff shall wear professional business attire when attending Department functions or representing on the behalf of the Department. Attire shall be in good taste, clean, pressed and in good repair. All supervisors and managers Grade 21 and above, who work in central office are required to have professional business attire available onsite for professional meetings with short notice.

4.2.1.1 Male non-uniformed professional business attire includes:

4.2.1.1.1 A suit or sport coat and slacks, with a long sleeve dress shirt and conventional or bola tie.

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

4.2.1.1.2 Dress shoes or dress boots

4.2.1.2 Female non-uniformed professional business attire includes:

4.2.1.2.1 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.

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

4.2.1.3 Non-uniformed staff issued a metal badge may wear it with civilian clothes if affixed to a clip-on badge holder, on the left portion of the belt, unless the wearer is armed.

4.2.1.3.1 For armed personnel, badge placement is dictated by dominant hand.

4.2.2 Business Casual Attire for Non-Uniformed Staff - Business casual attire is less formal in nature than professional business attire, but remains appropriate for a conservative office environment.

4.2.2.1 Male non-uniformed business casual attire includes:

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

4.2.2.1.2 Polo or golf shirts with open collars - Shirts may have a simple printed or stitched design or logo.

4.2.2.1.2.1 Law Enforcement and/or Community Justice Logos, to include ADCRR, ADCRR complex, Community Corrections and ACI logos are permitted.

4.2.2.1.3 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 sleeve shirt.

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

4.2.2.1.5 Dress shoes, dress boots or casual dress shoes.

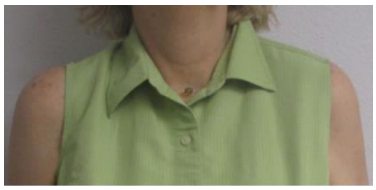
4.2.2.1.6 Shirts with tails shall be tucked in.

4.2.2.2 Female non-uniformed business casual attire may include:

4.2.2.2.1 Dresses, skirts, TDU's, twill pants or dress slacks with a polo/blouse/sweater or pantsuits that are conservative in design and not revealing.

4.2.2.2.2 Sleeveless blouses/shirts and dresses are permitted. (See figure 8)

Figure 8 – Female Sleeveless Top



4.2.2.2.3 Dress slacks that are loose fitting and designed to end mid-calf or just below the calf, including capri-style pants which may be worn year-round.

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

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

4.2.3 Non-uniformed staff may participate in "Blue Jean Fridays," by contributing one dollar to the employee fund each time they wish to participate.

4.2.4 Inappropriate Attire – The following attire shall be prohibited:

4.2.4.1 Denim attire including jeans, skirts and dresses

4.2.4.1.1 Denim attire is only authorized on "Blue Jean Fridays."

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

4.2.4.3 T-shirts to include print t-shirts, camisoles, tank tops, muscle shirts, razor back shirts, spaghetti straps, see-through/lace or strapless articles of clothing

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

4.2.4.5 Clothing with plunging necklines that reveal cleavage

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

4.2.4.6.1 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.

4.2.4.6.2 Non-uniformed employees who are wearing jeans as part of "Blue Jean Friday" may wear athletic shoes with their jeans.

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

4.2.4.8 Clothing and baseball caps that displays offensive or obscene material; material expressing or advocating a political opinion or cause; phrases, logos, advertisements or symbols in the form of patches, stickers or painted-fabric items that involve alcohol, tobacco, drugs, weapons, violence-related themes or groups

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

4.2.4.10 No hooded jackets will be allowed into the units

4.2.4.11 Cloth head coverings (e.g., "do-rags," skull caps, etc.)

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

4.2.4.12 Orange Clothing - 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.

4.3 Grooming Standards for Non-Uniformed Male Staff

4.3.1 Hair (See section 2.0, Figure 1)

4.3.1.1 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.

4.3.1.2 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.

4.3.1.3 Moderate "natural" and other hair styles are permitted if conforming to the hair standards outlined in 1.0.

4.3.1.4 Heads may be clean-shaven.

4.3.2 Sideburns and Mustaches

4.3.2.1 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 2.0, Figure 2)

4.3.2.2 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 2.0, Figure 3)

4.3.3 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.

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

4.3.5 Male employees are prohibited from wearing earrings on duty.

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

4.4 Grooming Standards for Non-Uniformed Female Staff

4.4.1 Hair

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

4.4.1.2 Long hair must be secured to the back of the head to prevent creating an easy handhold for female non-uniformed personnel assigned to work a security post, as determined by the Warden or Administrator.

4.4.1.3 Long hair may be worn down if not working a security post.

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

4.4.3 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.

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

4.5 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.

4.5.1 ACI non-uniformed staff shall comply with the professional business attire, outlined in 4.2.1 of this section, when attending scheduled meetings at Central Office or when representing the Department at meetings in the Capitol area.

4.6 Community Corrections

4.6.1 The Community Corrections Officer Series staff (e.g., 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.

4.6.1.1 In addition to the designated business casual attire outlined in 4.2.2 of this section, the Community Corrections Officer Series staff are authorized, when applicable, to wear the following field attire:

4.6.1.1.1 TDU-style trousers or cargo pants

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

4.6.1.1.3 Boots or athletic shoes

4.6.1.1.4 Hats are permitted for outdoor wear and field work only as protection from the elements - Hats shall not display any phrases, logos, advertisements or symbols in the form of patches, stickers or painted-fabric items that involve alcohol, tobacco, drugs, weapons, violence-related themes or groups.

4.6.1.2 Community Corrections Officer Series staff shall comply with the professional business attire, outlined in 4.2.1 of this section, when attending Arizona Board of Executive Clemency (ABOEC) Hearings, appearing in Court, and when representing the Department to an outside agency.

4.6.1.3 Department issued handcuffs, OC spray, and Conducted Electrical Weapons (such as the TASER) shall be worn as part of the daily mandatory attire for the Community Corrections Series employees that have direct, regular, and daily contact with offenders.

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

4.6.3 Organized Field Operations – Department issued badges and Community Corrections/Parole emblem clothing (e.g., jackets, protective vests, hats, etc.) shall be worn during organized field operations, such as compliance checks, sweeps, etc., to clearly identify staff. Clothing depicting emblems/logos from other organizations, entities or vendors are prohibited during organized operations.

4.6.4 All assigned Transportation Correctional Officers in Community Corrections shall comply with the Reentry Center Specialty Uniform or the standard Correctional Officer uniform as designated by the Operations Director.

4.6.4.1 The approved and issued Community Corrections ballistic vest and carrier shall be worn.

5.0 GROOMING AND DRESS COMMITTEE

5.1 Membership - The assignment of staff to the Grooming and Dress Committee, or to fill vacancies, shall be at the direction of the Director or designee. The Committee Chairperson is the Assistant Director for Prison Operations. ***[Revision – October 27, 2021: Sections 5.1 thru 5.2.5]***

5.2 The Committee shall consist of the following members:

5.2.1 Security Operations Administrator

5.2.2 Emergency Preparedness Administrator

5.2.3 Regional Operations Director

5.2.4 Operations Compliance Monitor

5.2.5 Other Division representatives, as needed

5.3 The Chairperson shall facilitate the meeting process to include, reserving meeting room facilities, preparing the agenda and distributing meeting minutes.

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

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

5.5.1 Evaluating items of apparel offered by manufacturers and vendors.

5.5.2 Reviewing administrative and field requests for changes.

5.5.3 Conducting annual review of dress standards for employees.

5.5.4 Reviewing other issues associated with employee grooming and dress.

5.6 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.

5.6.1 Completed Employee Grooming and Dress Committee Action Request forms shall be reviewed by the Committee at the next scheduled meeting. The Committee shall advise the originator of the outcome in writing when decisions have been made.

5.6.1.1 Specialty Patches and Challenge coins must be reviewed and approved by the Assistant Director for Prison Operations prior to purchasing and commissioning. ***[Revision – October 27, 2021]***

5.7 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.

5.8 Upon determination that an item(s) should be recommended, the Committee shall forward a proposal through the appropriate Assistant Directors, through the Deputy Directors, to the Director for consideration and approval. The Approved Uniform Items List will be updated as changes are approved.

5.9 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.

5.9.1 The written notification to the vendor/manufacturer shall:

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

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

5.9.1.3 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.

5.9.1.3.1 The Committee may request a sample of the replacement item for determination as outlined in 5.7 of this section.

5.9.1.3.2 A new notification shall be issued as outlined in 5.9.1.1, 5.9.1.2, and 5.9.2 of this section.

5.9.1.4 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.

5.9.1.5 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.

5.9.2 The Committee shall provide prompt written notice to:

5.9.2.1 Vendors/manufacturers when changes to the Approved Uniform Items List are made.

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

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

ATTACHMENTS

Attachment A, Uniform Class A and B Specifications
Attachment B, Uniform Class C Specifications
Attachment C, Inclement Weather Attire Specifications

FORMS LIST

503-1, Employee Grooming and Dress Committee Action Request

ATTACHMENT A

UNIFORM CLASS "A" AND "B" SPECIFICATIONS

Item	Specifications	Specific Classification Requirements
Shirts	Uniform shirts shall be silver-tan in color. • All shirt buttons shall be fastened. The neck button may be unfastened when not wearing a tie. • Sleeves shall not be rolled up or turned under.	**Class A uniform:** Long sleeve only **Class B uniform:** Short and Long sleeve • Undershirts must be crew neck style only and shall not hang below the shirt sleeve **Maternity shirts** - Pregnant officers may wear a polo shirt or a maternity smock, with pockets, of a color that matches the uniform shirt, or a standard uniform shirt tailored with a straight cut bottom for maternity wear. The polo shirt does not need to be tucked in. • 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.
Slacks/Trousers	Dress uniform slacks/trousers shall be chocolate brown in color. • Trousers that require the pant leg to be rolled up (bloused) or turned under are prohibited.	**Class A uniform:** Thigh pockets are not authorized **Class B uniform:** TDU trousers and/or polo shirts are not authorized to be worn.
Badge	The Department issued badge shall be gold in color. • The badge shall be attached above the left pocket on the shirt.	N/A
Department Patch	The Department shoulder patch shall be attached to each uniform sleeve, centered to the epaulets and 1/2 inch below the seam where the sleeve joins the shoulder portion of the shirt.	N/A

Item	Specifications	Specific Classification Requirements
Rocker Patch (optional)	The Rocker patch (complex specific) shall be located, above the Department uniform patch, on the right shoulder of the Class A and B uniform shirt.	N/A
Name Plate	A metal name plate, gold in color, shall be attached to the uniform shirt directly above and centered over the right pocket. The name plate shall measure 2 1/2" W x 1/4" H. The metal name plates shall not be worn on jackets, coats or sweaters except Honor Guard and COTA dress uniform.	N/A
Rank Insignia for Correctional Series Administrators	Correctional Series Administrator that choose to wear a Class A Uniform shall wear rank insignia as follows: Associate Deputy Warden – Gold Oak Leaf Deputy Warden/Deputy Warden of Operations – Lt. Colonel (Silver Oak Leaf) Warden – Colonel Regional Operations Director – One Star Assistant Director – Two Stars Deputy Director – Three Stars Director – Four Stars	
Rank Insignia	All uniformed employees at the rank of sergeant or above shall wear the appropriate insignia of rank. Major - The Major insignia, gold-tone oak leaf, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar. Captain and Lieutenant - The rank insignia for Captain (two smooth bars) and Lieutenant (one smooth bar), gold in color, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar.	Larger rank insignia are for use on uniform jackets only. Smaller rank insignia are for use on shirts.

Item	Specifications	Specific Classification Requirements
	  Sergeant - Yellow colored chevrons shall be worn on both sleeves of all Class A and B uniform shirts immediately below the Department shoulder patch. 	
Tie and optional tie-tac	Tie and optional tie-tac - A black, clip-on or "breakaway style" tie. • The top of the tie-tac shall be centered on the tie, even with the bottom of the shirt pocket flaps. Only a COTA or Length of Service pin shall be authorized for wear as a tie-tac. • If a tie clip is worn, it shall either be a solid gold in color bar or an emblem signifying military service.	**Class A uniform:** Tie and optional tie-tac shall be worn with the Class A uniform only
Service Stripes/Hash Marks	Service Stripes/Hash Marks - Correctional Officer Series employees shall wear a service stripe (aka "hash mark") for every four years of completed service in a correctional organization. Hash marks shall be worn on the left sleeve of the long sleeve shirt only. Sew the stripe 1 1/2" above the top seam of the left cuff of the long sleeve shirt so that when the sleeve is folded flat the left edge of the patch aligns with the top crease. Hash marks will be yellow in color with black borders, and measure 2" W (gold stripe minus black borders) x 1/2" H. Staff who have separated and rejoined the Department may count all years of Department service towards the total number of hash marks worn on the uniform. Documented service with any other correctional agencies will count	Shall be adorned on long sleeve uniformed shirts only

Item	Specifications	Specific Classification Requirements
	towards the total number of service stripes. Years in between service will not count toward service. • Each service stripe will represent four years of service in a correctional organization. Upon achievement of length of service for a new service stripe, the employee shall purchase a new hash mark/service patch that accurately represents the employee's years of service. Sewing on additional service stripes individually is not authorized. 	
Headgear (Optional)	Campaign Hat - Smokey Bear style with the following specifications: • Shall be worn level from side to side, with the brim tilted slightly forward. • The Department badge insignia shall be affixed to the campaign hat. • Shall be straw, single or double brim, with a dark brown band, gold acorns and a black retention strap. • No other accessory or decoration may be affixed to or worn on the campaign hat. Baseball cap, chocolate brown in color, shall have a smaller version (three inches, top to bottom) of the uniform shoulder patch or badge patch centered on the front of the crown. No other items or insignia shall be affixed to the	**Class A uniform**: Not authorized to wear a boonie cap or straw hat

Item	Specifications	Specific Classification Requirements
	cap. • Caps shall be worn with the bill facing forward and parallel to the ground, centered on the forehead. • The bill of the cap shall be curved and not flat. • "Bucket style" caps and straight or flipped up bills on caps are not permitted. Boonie cap, tan in color Straw hat (straw-colored, Western style)	
Belt	Leather - A black leather dress belt with gold buckle shall be worn. • Duty belts, with a minimum of four belt keepers, are required for all uniformed Correctional Officer Series employees. Under belts should not be visible when the duty belt is in place.	N/A
Socks	Solid black socks, without design, shall be worn whenever low quarter shoes are worn.	N/A
Undershirts	Undershirts must be white and crew neck style only. • When not wearing a tie, the only portion of the white undershirt that should be visible is at the front of the neck. • Applied designs, print, logos or embroidery shall not be visible on undergarments.	N/A

Item	Specifications	Specific Classification Requirements
Footwear	Black shoes, or black or tan Western-style boots or military-style boots with plain smooth toe, slip-resistant, with a polished appearance shall be worn. • Tan boots are excluded from the shined requirement.	N/A

Class A Uniform

Class B Uniform

ATTACHMENT B

UNIFORM CLASS "C" SPECIFICATIONS

Item	Specifications
Shirts	Polo shirts shall be silver-tan, two or three button polo shirt, short or long sleeve. • Undershirts shall not hang below the shirt sleeve. Maternity Shirts - The polo shirt does not need to be tucked in. • The badge, name plate and other authorized insignia/accoutrements shall be worn on the polo shirt or smock in the same approximate location as on the uniform shirt.
Slacks/Trousers	Tactical Dress Uniform (TDU) style trousers shall be chocolate brown in color. • Trousers that require the pant leg to be rolled up (bloused) or turned under are prohibited.
Badge	Cloth Department Badge - The approved gold cloth Department badge shall be embroidered over the left chest area with chocolate brown thread. • Uniformed staff members are not authorized to wear the Department issued badge on the belt when wearing the Class C uniform.
Name Plate	Embroidered Name • The individual's first initial and last name embroidered over the right chest area. All lettering shall be 3/8" block style and stitched with chocolate brown thread.
Rank Insignia	All uniformed employees at the rank of sergeant or above shall wear the appropriate insignia of rank. Major - The Major insignia, gold-tone oak leaf, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar. (See Attachment A) Captain and Lieutenant - The rank insignia for Captain (two smooth bars) and Lieutenant (one smooth bar), gold in color, shall be worn on each side of the collar; centered one inch above each collar point, stem lined up with the point of the collar. (See Attachment A) Sergeant - Yellow colored chevrons shall be embroidered on the collar, aligned with and one inch above the point of the collar on the polo shirt.

Item	Specifications
Headgear (Optional)	Baseball cap, chocolate brown in color, shall have a smaller version (three inches, top to bottom) of the uniform shoulder patch or badge patch centered on the front of the crown. No other items or insignia shall be affixed to the cap. • Caps shall be worn with the bill facing forward and parallel to the ground, centered on the forehead. • The bill of the cap shall be curved and not flat. • "Bucket style" caps and straight or flipped up bills on caps are not permitted. Boonie cap, tan in color Straw hat (straw-colored, Western style)
Belt	A black leather dress belt with gold buckle or black nylon belt shall be worn. • Duty belts, with a minimum of four belt keepers, are required for all uniformed Correctional Officer Series employees. Under belts should not be visible when the duty belt is in place.
Undershirts	Undershirts must be white and crew neck style only. • 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.

Item	Specifications
	• Applied designs, print, logos or embroidery shall not be visible on undergarments. • Black turtlenecks or black dickies are not authorized to be worn with the Class C uniform.
Footwear	Black or tan military-style boots, with plain smooth toe, slip-resistant, with a polished appearance shall be worn. • Employees are expected to report to duty with highly shined footgear, regardless of class uniform or job assignment. • Tan boots are excluded from the shined requirement.

Figure 11 - Class C Uniform

ATTACHMENT C

INCLEMENT WEATHER ATTIRE SPECIFICATIONS

Item	Specifications

Jackets/Coats and Sweaters	Jackets/Coats - Chocolate brown in color
	• No hooded jackets will be allowed into the units.
	Sweaters - Black in color "commando style."
	• Badge - The approved cloth Department badge shall be embroidered over the left chest area.
	• Individual's Name - The individual's first initial and last name in gold-lettering shall be embroidered above the right chest area.
	• Department Patch - The Department shoulder patch shall be attached to each jacket/coats/sweater sleeve, centered to the epaulets and 1/2 inch below the seam where the sleeve joins the shoulder portion of the outerwear.
	• 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.
	  • Sergeants - Yellow colored chevrons shall be worn on both sleeves of jackets/coats/sweaters immediately below the Department shoulder patch.
	The metal name plate shall not be worn on jackets, coats or sweaters except Honor Guard and COTA dress uniform.

Raincoat	Uniformed personnel may wear a raincoat over the uniform. The raincoat may have reflective stripes running the length of the coat. Raincoats may be see-through/clear or safety colors (e.g ., yellow, green or chartreuse), with the exception of international orange.
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.
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.

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