

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: July 14, 2014

SUBJECT: Director's Instruction # 329, Modification of Department Order 503, Employee Grooming and Dress

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #503, Employee Grooming and Dress. This Director's Instruction supersedes the related sub-sections and amends Attachment C, Uniform Component Specifications, of Department Order 503, as follows.

PURPOSE:

This Director's Instruction authorizes a two or three button polo shirt for uniformed security staff, resolves a conflict concerning placement of Sergeant chevrons on polo shirts, implements a new requirement for service stripes or "hash marks" for uniformed security staff and allows maintenance staff to purchase and wear short-sleeved polo shirts.

PROCEDURE:

Effective with this Instruction, Sergeants shall not wear yellow chevrons on polo shirt sleeves but display their rank insignia on each collar lapel, security staff have the option to wear two or three button polo shirts, service stripes are mandatory for uniformed security staff and maintenance staff have the option to wear short-sleeved polo shirts.

503.03 UNIFORM SPECIFICATIONS – UNIFORMED CORRECTIONAL SERIES

Sub-section 1.2.16 – Rank Insignia

- 1.2.16.1.1 Sergeants shall wear yellow colored chevrons on both sleeves of Class "A" and Class "B" uniform shirts and jackets/coats immediately below the Department shoulder patch. Chevrons sewn onto the sleeves of polo shirts are not authorized.
- 1.2.16.1.2 When wearing the Class "C" polo shirt, command staff (i.e., Sergeants, Lieutenants, Captains and Majors) shall display their rank insignia on each collar. The rank insignia shall be an embroidered rank insignia commensurate to the rank of the employee, and shall be sewn in yellow thread on the collar of the polo shirts.

Sub-section 1.2.18 – Uniform Accouterments

1.2.18.4 ADC uniformed security staff shall wear a service stripe (aka “hash mark”) for every four years of completed ADC service. Hash marks shall be worn on the left sleeve of the long-sleeve shirt only. Sew the stripe 1 1/2” above the top seam of the left cuff of the long-sleeve shirt so that when the sleeve is folded flat the left edge of the patch aligns with the top crease. Hash marks will be yellow in color with black borders, and measure 2 1/2” W x 1/2” H.

1.2.18.4.1 Each service stripe will represent four (4) years of service. Upon achievement of length of service for a new service stripe, the employee shall purchase a new hash mark/service patch that accurately represents the employee’s years of service. Service stripes shall be worn on Class “A” (long-sleeve) uniform shirts.

503.04 DRESS STANDARDS – SPECIALTY UNIFORMED PERSONNEL

Sub-section 1.4 – Maintenance/Automotive/Warehouse

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

IMPLEMENTATION:

Supervisors shall afford their staff 90 days from the effective date of this Instruction to acquire and display service stripes; however, they may be worn immediately.

ATTACHMENT C – UNIFORM COMPONENT SPECIFICATIONS, is amended as follows:
Any ADC approved polo shirt may have two or three buttons. Sergeants shall not wear yellow chevrons on the sleeves of polo shirts.

{Original Signature on File}