

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

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: July 11, 2016

SUBJECT: Director's Instruction # 348, Uniform Trouser Transition

This Director's instruction is effective immediately, and will remain in effect until December 31, 2016.

PURPOSE

This Director's Instruction establishes a wear-out/transition period for employees who currently wear BDU trousers.

PROCEDURES

In accordance with the recently published Department Order 503, Employee Grooming and Dress, a number of uniform changes have been implemented. ADC understands uniformed staff members may have previously authorized BDU trousers that were recently purchased and/or may require a reasonable amount of time to acquire new uniform trousers. As such, a wear-out/purchase period will be allowed for phase out of BDU trousers, and transition of uniform trousers. **This uniform trouser transition period will end on December 31, 2016**, after which all uniformed staff are expected to be in full compliance with the uniformed standards outlined in DO 503.

{Original Signature on File}