


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

MEMORANDUM

TO: DISTRIBUTION
FROM: CHARLES L. RYAN 
DATE: June 28, 2019
SUBJECT: Director's Instruction # 377, 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.

PURPOSE:

This Director's Instruction provides changes to several areas of Department Order #503, Employee Grooming and Dress and addresses suggestions made by employees.

PROCEDURES:

- 1.1 Beards For Correctional Series Uniform Staff - Section 2.0, subsections 2.3.3 through 2.3.3.1.4 is rescinded. Uniform correctional staff members are authorized to grow beards in accordance with section 4.0, subsection 4.3.3 of the applicable Department Order.
- 1.2 Nail Polish - Section 2.0, subsection 2.4.2.1 is rescinded. Female staff may wear any color of polish they prefer. Designs, decals, and patterns on fingernails will be permitted, however, must maintain a professional standard.
- 1.3 Interchangeable Uniform Pieces - With the exception of section 2.0, subsection 2.7.1 (attendance at off-site meetings) of the applicable Department Order, uniformed correctional staff members may wear combinations of Class A, B or C uniforms. As an example, staff may wear the Class A long sleeve shirt with the Class C TDU trousers.
 - 1.3.1 All sections within the applicable Department Order which prohibit this are rescinded.
- 1.4 Uniform Closet - During exit interviews with uniformed correctional staff, supervisors shall ask if they wish to donate their uniforms for use by their peers at no cost.
 - 1.4.1 The Warden at each complex shall identify a closet in a secure area in the complex administration building to store donated uniforms. Staff wishing to receive donated items shall send a memorandum to the Warden noting items requested and size.
 - 1.4.1.2 Items will be dispersed on a first come-first served basis.
- 1.5 Complex Patch and Unit Pins - Once a design and vendor has been approved, uniformed correctional staff members are authorized to wear a complex "rocker" patch which signifies the complex name and unit pin. Both can be purchased at staff's expense.
 - 1.5.1 The complex "rocker" patch shall be located above their uniform patch on the right arm.

1.5.2 The unit pin shall be worn in accordance with section 2.0, subsection 2.8.3.2 of the applicable Department Order.

1.6 Uniform Committee - Within 30 calendar days of the effective date of this Directors Instruction, the COTA Commander shall convene a Uniform Committee to address applicable Department Order changes.

1.6.1 The Uniform Committee shall coordinate with the Division Director for Prison Operations and the Chief Procurement Officer in selecting a design and vendor for the rockers and pins to be purchased at staff expense.