



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Dress Code	DOC Policy: 20.1.6
Effective:	07/15/20	Supersedes: 7/1/15
Applicability:	Classified (where not in conflict with collective bargaining agreements), management service, executive service, temporary employees, volunteers, contractors, and any persons employed by private or public-sector agencies who are serving under department sanction special assignment to provide services and/or support to department programs within any DOC facility.	
Directives Cross-Reference:	DOC Policy 20.6.9 Respiratory Protection	
Attachments:	Attachment A – Uniform Checklist and Standards	

I. PURPOSE

To ensure the attire and personal and professional appearance of all department employees and non-employee service providers are appropriate to the requirements of their job duties and to related factors of safety, sanitation, security, and professional public image.

II. DEFINITIONS

- A. **Functional Unit Manager:** Any person within the Department of Corrections (DOC) who reports to the Director, Deputy Director, an Assistant Director, or an Administrator and has responsibility for the delivery of program services or the coordinator of the program operations. In a correctional setting, the functional unit manager, or designee, is the Superintendent.
- B. **Line of Duty Death:** The death of an active or reserve public safety or peace officer that occurs accidentally or feloniously while performing work-related functions while on or off duty if sworn to act.
- C. **Mourning Band:** A solid black band that will fit tightly around a department approved badge, used to symbolize support following the death of a public safety or peace officer; or, the DOC black ribbon badged lapel pin for non-custodial or plain clothed employees.
- D. **Off Duty Death:** The death of an active or reserve public safety or peace officer that occurs as a result of personal injury outside the performance of work-related functions or from natural causes.

- E. Non-Employee Service Providers (NSP): An individual who provides services or programs to the department and or to adults in custody (AIC), but not as a paid employee of the department. Examples of non-employee service providers include contractors, volunteers, mentors, criminal justice partners, and government agency partners.

III. POLICY

Every department employee shall be well groomed and dress in a professional manner appropriate to the employee's work assignment.

- A. All department employees, both uniformed and non-uniformed, and non-employee service providers are subject to the following requirements:

1. Sideburns, mustaches, and beards are permissible (unless the employee or non-employee service provider is required to use a respirator and their facial hair interferes with compliance of OSHA standards outlined in the DOC policy 20.6.9, **Respiratory Protection**).
2. Clothing made with blue denim is not permitted attire for any employee or non-employee service provider working within or on department property where adults in custody are housed.
3. All employees shall wear department-issued nametags with the department emblem and/or a department-issued ID card when in DOC correctional facilities.
 - a. One silver/gold star will be issued to employees for each five years of service with the Department of Corrections.
 - b. The silver/gold star will be placed on the department-issued nametag under the employee's name.
4. Non-employee service providers shall wear department-issued ID cards.
5. Clothing with written messages, photographs or pictures, and clothing that exposes the midriff, thighs, bare back or revealing neckline are not permitted (clothing with small manufactured logo is acceptable).
6. Clothing such as sweatshirts or jogging suits may be worn for special activities with authorization from the manager or supervisor (e.g., taking inventory of property, moving offices, participating in self-defense classes, a designated special occasion day).

- B. Employees will be cognizant that co-workers, adults in custody, and visitors may be chemically sensitive to fragrances and other scented products, and shall use perfume,

cologne, aftershave, and other similar items appropriately.

C. Certain employees are required to wear uniforms consistent with the applicable Uniform Checklist & Standards (Attachment A) established for their specific function or job assignment:

1. Correctional Security;
2. Physical Plant
3. Central Distribution Center (CDC);
4. Food Services;
5. Recreational/Activities; and
6. Health Services.

D. All uniformed employees are subject to the following dress requirements:

1. Department issued clothing will not be modified without authorization from functional unit manager or designee (exception: hemming pants);
2. Employees will not substitute personal clothing for clothing issued by the facility or add unauthorized personal items to clothing;
3. Only DOC issued shirts, coats, and trousers are to be worn;
4. The uniform will always be worn in a professional manner. The uniform may be worn in the community when travelling to and from work with reasonable stops authorized. The uniform or any portion of it will not be worn in taverns, bars, marijuana dispensaries, or while purchasing or consuming alcoholic beverages and/or marijuana in public;
5. Any uniformed employee who transfers to another facility within the same section will transfer with his/her standard uniform issued;
6. Uniformed employees will be required to sign a receipt for uniforms issued. The section manager or designee will retain the receipt on file;
7. Class A uniform: The only adornments that may be worn on the uniform will be tiepins, DOC designated awards/service pins and department approved belt buckles. A union pin, small US flag, a Veteran's pin, Military Branch pin, Honor Guard Ribbon, or

corrections-related professional affiliation pin may be worn on the clip-on tie, pocket flap, or immediately above the pocket. DOC awarded service pins will be placed on the left pocket tab of the uniform shirt and centered above the button; DOC mourning bands may be worn by staff if authorized; and

8. For Correctional Security Employees: handcuffs and chemical agent to be worn while on duty. Protective body armor is required when an employee has chemical agent spray in the community. Exceptions may be approved by the functional unit manager.
- E. Special requirements: all employees and non-employee service providers will wear department issued orange vests when entering an area where there is supervision of a large gathering of adults in custody (i.e., recreation yard), where the primary backup is gun control (i.e., towers) or while working on any roof area. Department issued orange vests will:
1. Be issued by and returned to the officer-in-charge or designee;
 2. Not be altered in any way; and
 3. Not be adorned in any way.
- F. Personal Protective Equipment (PPE): Personal protective equipment (e.g., boots, shoes, goggles, gloves, eye protection, masks, etc.) that is issued/supplied for a work site, position, post, or classification shall be considered part of the uniform supplied by the department and worn as described in Paragraph III., D., of this policy.
- G. DOC Mourning Bands
1. The mourning band should be worn straight across the center of the badge. For star badges, the mourning band should be worn from 11 to 5, as if looking at the face of a clock. The width of the black band should not exceed ½ inch.
 2. The Director, Deputy Director or Assistant Director of Operations must authorize the wearing of the mourning band.
 3. Upon the line of duty death of a department public safety officer, the mourning band should be worn as indicated and only upon authorization:
 - a. Department public safety officers are approved to wear the mourning band from the time of authorization until 30 days from the date of death or at the discretion of the functional unit manager.
 - b. Non-public safety officer employees are approved to wear the DOC badge black

ribbon lapel pin from the time of authorization until 30 days from the date of death or at the discretion of the functional unit manager.

- c. The mourning band or lapel pin may be worn by those attending a memorial service.
4. Upon an off-duty death of a department public safety officer, including retirees, the mourning band should be worn as indicated and upon authorization:
- a. Department public safety officers are approved to wear the mourning band from the time of authorization until 11:59 pm the day following the conclusion of the memorial service or at the discretion of the functional unit manager.
 - b. Non-public safety officer employees are approved to wear the DOC badge black ribbon lapel pin from the time of authorization until 11:59 pm the day following the conclusion of the memorial service or at the discretion of the Functional Unit Manager.
 - c. The mourning band or lapel pin may be worn by those attending the memorial service.
5. The Director, Deputy Director, or Assistant Director of Operations may authorize the wearing of the mourning band for other incidences as a symbol of support and remembrance during a time of local, state, or national mourning.
- H. All functional unit specific property (e.g., handcuffs, badges, etc.) shall be returned to the appropriate manager upon promotion (when appropriate), reassignment to a different position, or separation from the Department of Corrections. All other department issued uniform items will remain with the employee until change of uniform standards, assignment to a non-uniform position or termination from state service.
- I. Any exceptions to the requirement of this policy for medical purposes must be presented in writing to the supervisor and are subject to final approval by the functional unit manager.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file_____

Michelle Mooney, Rules Coordinator

Approved: signature on file
Heidi Steward, Deputy Director