

**Uniform Checklist and Standards
Correctional Security Employees**

I. Issuance of uniforms:

A. Correctional security employees will be furnished a standard uniform issue which will include:

- One pair of charcoal gray trousers
- One gray long sleeved uniform Class A shirt with department shoulder patch and institution rocker on left shoulder and the U.S. Flag on right shoulder.
- Four gray short sleeved uniform Class A shirts or four black long/short sleeved polo shirts with embroidered department seven-point star badge and facility on left chest, or a combination of both, not to exceed four shirts. These shirts will have the department shoulder patch and institution rocker on left shoulder and the U.S. Flag on right shoulder.
- Four black BDU trousers/pants
- One black winter coat and one summer coat, with department shoulder patch and institution rocker on left shoulder and the U.S. Flag on right shoulder and cloth nametag.
- One black clip-on tie
- One black belt
- One black baseball-type cap with an embroidered department seven-point star badge with institution specific rocker above the star
- One department metal badge:
 - Silver- Officers, Corporals, and Sergeants
 - Gold- Lieutenants and Captains
- Pair metal rank insignia:
 - Silver- Corporals and Sergeants
 - Gold- Lieutenants and Captains
- One black nametag with rank and five-year service star when applicable.
- One Tilley hat with department shoulder patch sewn on front (only for employees assigned to yard and work crews or other assignments where the employee is exposed to extreme weather)
- One two-piece rain suit (only for employees requiring such equipment)

B. The Functional Unit Manager or designee may request additional uniform attire for weather or safety conditions or for outside work-crews with written approval from the Assistant Director of Operations or designee.

C. Optional attire (employee purchased):

- Department standard black vest may be purchased on a price agreement through the uniform vendor. The employee may have the appropriate colored badge and name embroidered on the vest. No substitution will be authorized.

- Department standard black sweater may be purchased on a price agreement through the uniform vendor. No substitutions will be authorized. The badge and nametag may be worn on the sweater.
- Duty belt, 2" wide black nylon or leather belt may be worn with the uniform while on duty.
- Plain black gloves and/or other cold weather accessories, as authorized by the Functional Unit Manager or designee.
- Plain white or black t-shirt (i.e., no lettering or design) may be worn under the uniform shirt. T-shirt sleeves shall not extend below sleeves of the uniform shirt.
- Commemorative badge (2006) is approved to be worn.

II. Proper Wearing of the Uniform:

A. Uniform Cap:

1. May be worn at the discretion of the individual at certain times as determined by the Functional Unit Manager (e.g., parades or special functions attended by staff in uniform);
2. Will be placed squarely on the head with the bill to the front.

B. Uniform Shirts:

1. A long-sleeved Class A uniform shirt will always be worn with the metal badge and may be worn with the black tie. If no tie is worn, all buttons will be buttoned except the top shirt button. The sleeves must be rolled down and buttoned. The Class A uniform shirt and tie shall be worn at ceremonial occasions (e.g., formal functions, parades, promotional interviews).
2. Short-sleeved shirts may be worn during the entire year. Underclothing may not be exposed beyond the sleeves.
3. Long-sleeved polo shirts must be rolled down at all times.
4. All uniform shirts will be tucked in at all times.

C. Footwear:

1. Will be of black leather, round-toed, low heel and black soles. The base of the heel must be at least 1" square. The upper portion of boots may be black cordura nylon or black leather.
2. Must be shined and in good repair.
3. Socks that are visible must be black in color unless a documented medical condition exists regarding white socks.

D. Badges and Insignias:

1. Metal rank insignia will be worn on the collars of the Class A uniform shirt and black polo shirt.
2. Metal badge will be worn on the left front side of the Class A uniform shirt.
3. Cloth badge will be worn on the left front side of the coat and black polo shirt.
4. Cloth name tags will be worn on the on the right side of the coat.

**Uniform Checklist and Standards
Physical Plant Employees**

I. Issuance of uniforms:

A. Physical Plant employees will be furnished a standard uniform issue which will include:

- Five pairs of black cotton trousers.
- Five 100% cotton long/short sleeve polo shirts with embroidered DOC shield and facility on left chest.
- One black Carhartt winter coat with department shoulder patch with institution rocker.
- One black belt
- One black baseball-type cap with a DOC emblem and appropriate department rocker.

B. The Functional Unit Manager or designee may request additional uniform attire for weather or safety conditions or for outside work-crews with written approval from the Assistant Director of Operations or designee.

C. Physical Plant Manager and office employees will not be required to wear a uniform.

II. Proper Wearing of the Uniform:

A. Uniform Cap:

1. May be worn at the discretion of the individual at certain times as determined by the Functional Unit Manager.
2. Will be placed squarely on the head with the bill to the front.

B. Uniform Shirts:

1. Short-sleeved shirts may be worn during the entire year. Underclothing may not be exposed beyond the sleeves.
2. Long-sleeved polo shirts must be rolled down at all times.
3. All uniform shirts will be tucked in at all times.

C. Footwear:

1. Safety toed work boots may be required dependent on the employee's job duties. The functional unit manager will provide clarification.

**Uniform Checklist and Standards
Distribution Services Employees**

I. Issuance of uniforms:

A. Distribution Services employees will be furnished a standard uniform issue which will include:

- Four gray short sleeved uniform Class A shirts with department shoulder patch and institution rocker, or four gray long/short sleeved polo shirts with embroidered department seven-point star badge and facility on left chest, or a combination of both, not to exceed four shirts.
- Five black BDU or black denim trousers/pants.
- One all-purpose black raincoat with liner.
- One black belt.
- One black baseball-type cap with an embroidered department shield and Distribution Services.
- One black nametag.
- One duty belt, 2" wide black nylon.

B. Distribution Services managers will not be required to wear a uniform.

C. Optional attire (employee purchased):

- Department standard black vest may be purchased on a price agreement through the uniform vendor. The employee may have the appropriate colored badge and name embroidered on the vest. No substitution will be authorized.
- Department standard black sweater may be purchased on a price agreement through the uniform vendor. No substitutions will be authorized. The badge and nametag may be worn on the sweater.

II. Proper Wearing of the Uniform:

A. Safety toed work boots may be required dependent on the employee's job duties. The functional unit manager will provide clarification.

**Uniform Checklist and Standards
Food Services**

I. Issuance of Uniforms:

- A. Food Services employees will be furnished a standard uniform issue which will include:
 - Five pair black BDU trousers/pants
 - Five white uniform short/long sleeved shirts with department shoulder patches with institution rocker
 - One black raincoat with liner and department shoulder patches with institution rocker
 - One black belt
 - One black baseball type cap with a DOC shield and institution rocker
- B. The Food Services manager and office employees will not be required to wear a uniform.

II. Proper Wearing of the Uniform:

- A. The same requirements which apply to correctional security employee uniforms regarding footwear will apply to this uniform;
- B. Institution issued caps or appropriate hair nets will be worn at all times while on duty.

**Uniform Checklist and Standards
Recreation and Activities Employees**

I. Issuance of uniforms:

A. Recreation and Activities employees will be furnished a standard uniform issue which will include:

- Five pairs of black cotton trousers.
- Five gray polo short/long sleeved shirts with embroidered DOC shield and institution on left chest.
- One black raincoat with liner and shoulder patch and institution rocker.
- One black belt
- One black baseball-type cap with DOC shield and institution.

B. The recreation and activities manager will not be required to wear a uniform.

II. Proper Wearing of the Uniform:

A. Footwear:

1. Will be of black leather, round-toed, low heel with black soles. The base of the heel must be at least 1" square. The upper portion of boots may be black cordura or black leather.
2. Must be shined and in good repair.
3. Socks that are visible must be black in color unless a documented medical condition exists regarding requirement for compression (white) socks.

**Uniform Checklist and Standards
Health Service Employees**

I. Issuance of uniforms:

A. Health Service employees will be furnished a standard uniform issue which will include:

- One white lab coat with embroidered DOC shoulder patch and institution rocker.
- Two badge buddies. The employees name tag or state ID will be placed on top of the badge buddy.

B. Health Service employees have the option of wearing scrubs or professional attire in place of issued white lab coat.

II. Proper Wearing of the Uniform:

A. Footwear:

1. Closed toe shoes will be worn at all times.
2. Moccasins and slippers are not permitted.

B. Hair:

1. Shoulder length hair or longer must be pulled back and secured when providing direct patient care.