

POLICY 8.27 - DEPARTMENT UNIFORMS/DRESS CODE

<p>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p>POLICY NUMBER 8.27</p>	<p>TOTAL PAGES: 12 (Two attachments)</p>
	<p>RELATED ACA STANDARDS: 2-CO-1C-01</p>	
<p>CHAPTER: 8 ADMINISTRATION</p>	<p>SUBJECT: DEPARTMENT UNIFORMS/DRESS CODE</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>		
		
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<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 *Del. C.* §6517, §6556; 29 *Del. C.* §8903

II. PURPOSE: To establish a dress code for Department of Correction (DOC) employees.

III. APPLICABILITY: All Department employees.

IV. DEFINITIONS:

Uniformed personnel: All sworn officers within the Department of Correction including Trainer Educators, with the exception of Probation and Parole Officers.

Uniform Classifications:

- Class “A” dress uniform: Uniform designated for formal occasions such as ceremonies, interviews, professional meetings, funerals, etc. Class “A” dress uniform will not be worn for normal duty functions. When wearing the Class “A” dress uniform, the designated jacket, tie and hat will be properly worn. The hat will be removed when indoors.
 - Dress pants (no cargo pocket)
 - Belt
 - Dress Jacket
 - Dress Shirt (metal badge, name plate, optional awards)
 - Tie
 - Dress Hat with hat badge and strap affixed
 - Dress Shoes

- Class “B” duty uniform: Uniform designated for supervisory/administrative staff. The warden/section administrator may authorize Correctional Officers through Staff Sergeant working in positions that have significant administrative functions or do not have direct offender supervision responsibilities to wear the class “B” duty uniform.
 - Cargo pocket pants
 - Belt

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- Long sleeve (winter) or short sleeve (summer) shirt (metal badge, name plate)
 - Department and Bureau awards are optional
- Issued dark navy T-shirt
- Ball cap as authorized by the Commissioner and winter knit hat
- Dress shoe or duty boots
- All Season 3 in 1 coat may be worn with the Class “B” uniform
- Note: Tie and dress hat will not be worn with the class “B” uniform

- Class “C” duty uniform: Uniform designated for normal duty of Correctional Officers though Staff Sergeant supervising offenders. Supervisors/administrators may wear the Class “C” uniform for normal duty as an option to wearing the Class “B” uniform.
 - Cargo pocket pants
 - Belt
 - Long or short sleeve shirt (patched badge and patched name tape)
 - No awards or service pins will be worn with the Class “C” uniform
 - Patched rank chevrons for Corporals, Sergeants and Staff Sergeants. Supervisory/administrative staff will wear pin rank insignia on the collar of the Class “C” shirt.
 - Issued dark navy T-shirt
 - Ball cap authorized by the Commissioner and winter knit hat
 - Dress shoe or duty boots
 - All Season 3 in 1 coat may be worn with the Class “C” uniform
 - Optional wear for designated Level IV staff, DCI, Maintenance, Food Service and Training Educator Class “C” uniform will consist of the cargo pocket pants and polo/undershirt authorized in this policy

- Specialty Uniform: Uniform designated for normal duty of CERT/CIG and Honor Guard including volunteer members when acting in these capacities. The Bureau of Prisons, Special Operations Group Warden will develop uniforms for the Honor Guard, normal duty and training uniforms with approval of the Commissioner.

- No other uniform, variation of uniform or wear of uniforms except as authorized in this policy will be purchased or worn unless authorized in writing by the Commissioner.

Non-uniformed personnel: Sworn Officers who are not required to wear a uniform and all other Department Employees.

Business attire: Traditional business attire includes clothing such as suits, dress pants, button down shirts, dresses, modest skirts and blouses. Business casual attire includes clothing such as khaki-style pants, skorts, collared shirts, sweaters and Department logo apparel. Denim, regardless of the color or type of clothing, is not considered business attire.

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Casual attire: Clothing that is more relaxed than business attire and includes jeans and denim. Casual attire does not include athletic clothing (sweatpants, jogging suits, etc., yoga pants, stretch-fabric pants, T-shirts or shorts).

Athletic Footwear: Generic name for footwear primary designed for sports or other forms of physical exercise but can be used for casual everyday activities. Athletic footwear authorized as business casual attire may be low-top or mid-top sneakers that are solid in color to include only black, brown, tan or white. The sole of this athletic shoe may be different in color, but is still limited to black, brown, tan or white (i.e. brown shoe with tan soles, black shoe with white soles, etc.) There are no limitations on athletic footwear worn as part of casual attire.

Inappropriate attire: Any clothing in bad repair, has offensive pictures or words, poses a risk to safety or security, is see-through or is otherwise revealing due to garment cut or fit.

- V. **POLICY:** It is the policy of the Department of Correction that all personnel dress in a manner that will promote their safety and project a professional appearance. Employees are always representatives of the Department to the public and clients. Professional judgment and safety standards should be exercised in choosing appropriate attire for the workplace. Clothing must be neat, clean and professional in appearance.

The Office of the Commissioner is responsible for defining the designated uniforms and establishing procedures for ordering, maintaining, wearing, inspecting and issuing uniforms. Any such changes to these procedures must be authorized by that office.

Non-Uniform employees will adhere to bureau policy in regards to business, business casual and causal attire. Maintenance Superintendents are non-uniform employees, and will adhere to bureau policy in regards to business attire.

- VI. **PROCEDURES:** The following are general procedures the Central Administration Building and for the ordering, maintenance, replacement, wearing, inspection and initial issue of uniforms.

A. DRESS CODE FOR EMPLOYEES OF THE CENTRAL ADMINISTRATION BUILDING

1. Business or business casual attire is to be worn during the Monday through Thursday work period, and casual dress day attire may be worn on Fridays or other designated workdays as provided in this policy. Personnel representing the Department outside of the office are expected to dress in business attire.
2. A casual dress day will be made available to staff every Friday or on the last workday of the week preceding a State Holiday. There is no substitution for personnel who miss a casual dress day regardless of the reason. Please note that this day has been designated casual dress day as opposed to dress down day to emphasize that casual attire does not mean an individual can dress in an unprofessional, sloppy or inappropriate manner.

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3. Employees requiring medical exemption to this policy must provide documentation of need from a medical professional to their immediate supervisor.
4. There will be times that sections of the Central Administration Building will be doing assignments or activities that require them to wear certain clothing to complete the task. Employees assigned to temporary projects that include cleaning, moving files or other types of manual labor are authorized to wear attire approved by the supervisor and only for the duration of the temporary project.
5. Employees utilizing the gymnasium during the work day, either on their own time or as part of their official duties, may wear sneakers, t-shirts, sweatpants, shorts or sweat pants while utilizing the gym, but must change immediately upon return to the office.
6. Supervisors are responsible for enforcing this policy. Violators will be sent home immediately to dress appropriately. Vacation time or leave without pay will be charged for the duration of the absence. Recurring violations may result in disciplinary action.

B. ORDERING

1. The initial order of uniforms will be during the Correctional Officer initial training period. Uniforms will be issued upon graduation from the Employee Development Center (Attachment 1).
2. Each officer will be required to sign a receipt for items of uniform issued. The officer will be held responsible for these uniform items.
3. If the officer has not received his/her uniforms in its entirety, it will be the assigned institution's responsibility to secure missing items.
4. Uniformed personnel Correctional Officer through Staff Sergeant will be issued the following items as standard issue:
 - a. 5 long sleeve Class "C" duty shirts, French blue
 - b. 5 short sleeve Class "C" duty shirts, French blue
 - c. 5 t-shirts (dark navy blue, short sleeve)
 - d. 5 pair of cargo pocket pants with stripe (dark navy blue pants with 1½ inch French blue stripe on each leg)

Note: Staff may choose any combination of winter or summer weight pants not to exceed 5 pair. Staff may wear either weight pants based on their personal preference.
 - e. 1 Class "A" dress jacket
 - f. 1 Class "A" dress shirt
 - g. 1 Class "A" dress pants
 - h. 1 dress tie (clip on)
 - i. 1 pair of dress shoes
 - j. 1 pair of duty boots
 - k. Winter coat (3 in 1)
 - l. 2 metal badges silver or gold based on the wearer's rank. Badge will indicate the wearer as a Department of Correction employee and bear the rank of the wearer.

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- m. 2 metal engraved name plates (silver or gold with black lettering based on badge color)
- n. 2 small and 1 large set of rank insignias (Lieutenant through Warden)
- o. Dress hat (round top, brimmed, dark navy blue with French blue band)
 - i. Correctional Officer through Staff Sergeant (silver parade strap)
 - ii. Supervisory/administrative staff (gold parade strap)
 - iii. Hat badge to match the color of the parade strap. Badge will indicate the wearer as a Department of Correction employee and bear the rank of the wearer.
- p. Ball cap as approved by the Commissioner (issued by institution)
- q. Winter knit hat, black or dark navy (issued by institution)
- 5. Designated Level IV staff, DCI, Food Service, Maintenance and Trainer/Educators will also be issued:
 - a. 5 polo shirts (French blue in color, DOC embroidered badge on the left chest area of the shirt; DOC embroidered badge will be gold for supervisors and silver for line staff)
 - Note:* The warden/section administrator will determine if these items will reduce the number of class "B" and "C" shirts authorized or if these items will be in addition to the class "B" or "C" shirt depending on the specific job functions of that employee
 - b. Maintenance staff will be issued 5 T-shirts (French blue in color with approved silk screen logo on the left chest area of the shirt)
 - Note:* The Commissioner will approve silk screen and embroidered logs for the T-shirts and polo shirts.
- 6. Supervisors/administrators, as well as designated staff authorized to wear the Class "B" uniform for normal duty, will be issued uniforms as stipulated in item 4 except that they may have issued and wear the Class "B" duty shirt instead of the Class "C" duty shirts for regular duty. Each Class "B" duty shirt ordered will be subtracted from the authorized amount long or short sleeve Class "C" duty shirts.
- 7. Ballistic vests and outer carriers approved by the Commissioner will be issued to those staff identified through that office. Specific procedure for the wearing of the ballistic vest will be developed by the Bureau Chiefs for approval of the Commissioner.
- 8. Employees with an anticipated retirement date of six months or less, as submitted to Human Resources, from the uniform order date are not eligible for uniform issue.

C. UNIFORM MAINTENANCE

Uniforms will be cleaned and maintained as follows:

- 1. Three pairs of pants and three shirts are authorized to be professionally cleaned per week.
- 2. One winter coat or parka may be professionally cleaned twice per year.
- 3. Honor Guard will be authorized for one jacket, one pair of trousers and one shirt to be professionally cleaned after each honor guard function.
- 4. The employee is responsible for reporting to duty in a clean and pressed uniform.

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D. REPLACEMENT

1. Replacement uniform parts, including boots and shoes, will be issued on an as-needed basis after verification by a supervisor and warden/section administrator designee that the item being requested for replacement is worn or unserviceable. The warden/section administrator will develop an internal ordering process that will account for inventory control as well as financial accountability.
2. Approved T-shirts including those issued specifically to Maintenance will be replaced annually.
3. Metal Badges, name plates and insignia will be replaced only if lost, broken or otherwise unserviceable. A report must accompany the request for replacement detailing the justification.
4. Uniform and non-uniform personnel who are authorized state-issued clothing must fill out the clothing request form. Clothing request forms are available at all institutions.
5. All replaced uniform parts will be turned in at the time new items are issued. Uniforms that are deemed unserviceable will be properly disposed of by the institution/facility. The warden/section administrator will assign a staff member to assure that the uniform part is no longer serviceable and remove the department patch, name tapes and rank insignias from the item.
6. Employees scheduled to retire within six months of the order date are not eligible for uniform replacement. Under special circumstances, the warden/section administrator may grant approval for a uniform replacement but must consider the lead time for the uniform's delivery (normally 120 days).

E. WEARING OF THE UNIFORM

1. All uniformed personnel, in the rank of Captain and below, will report for duty in complete uniform as designated in this policy.
2. Supervisory/administrative staff may wear the Class "B" or Class "C" uniform for normal duty.
3. Correctional Officers, Corporals, Sergeants and Staff Sergeants will wear the designated Class "C" duty uniform unless their normal assignment/post is approved by the warden/section administrator for wearing the Class "B" duty uniform.
4. Department approved polo/under shirts are authorized wear with the cargo pocket pants for the following classifications: Designated Level IV staff, DCI, Maintenance, Food Service and Trainer/Educators.
5. Level IV wardens/section administrators will designate which uniformed staff Correctional Officer through Staff Sergeant will wear the Class "B" or "C" duty uniform and which staff may wear the authorized polo/undershirt with the cargo pocket pants. Position duties and responsibilities will be the sole reason for authorizing specific Level IV staff to wear polo shirts.
6. All uniformed staff will be issued one complete Class "A" dress uniform for wear at formal or ceremonial functions as identified in the definitions section of this policy.
7. The schedule for summer Class "B" and "C" duty uniform (short sleeves) wear is May 1 – September 30.

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8. The schedule for winter Class "B" and "C" uniform (long sleeves) wear is October 1 - April 30.
9. Officers may wear the light or heavy weight cargo pocket pants at their discretion based on personal preference or duty assignment.
10. The Bureau Chiefs of Prisons or Community Corrections may authorize a deviation from the summer/winter schedule for 60 days before or after the scheduled seasonal dates.
11. Uniforms are authorized to be worn to and from work. Uniformed officers shall not wear their uniform unless acting in an official capacity for the Department of Correction or otherwise authorized. In no case will an employee in uniform purchase or consume alcohol in a public establishment
12. The Special Operations Group, CERT/CIG and Honor Guard Uniforms will be worn as directed by the CERT Commander.
13. Uniformed personnel are not permitted to wear any visible body piercings or earrings while on duty or in uniform.
14. Hair that extends below the shirt collar is not authorized; side burns will not extend beyond the bottom opening of the ear. Mustaches and beards will be neatly trimmed at all times. Hair styles will not hinder the wearing of the Department of Correction head gear or self-contained breathing apparatus. Inappropriate and unprofessional hair color or styles will not be authorized.
15. Only department authorized footwear will be worn while on duty. Employees may wear appropriate personal winter boots, black in color, if warranted by weather conditions. Athletic shoes are not authorized to be worn with the Class "A", "B" or "C" uniform. If the employee has a medical problem with the department footwear, they must get medical documentation from their physician and obtain approval from the facility Warden/Section Administrator to wear alternative shoes. This documentation will be placed in the officer's personnel file. Should an employee need special shoes, they must be a plain toe, black in color.
16. The Department of Correction is authorized to reimburse certain employees for specialized footwear. Amounts that exceed the authorized allowance will be the responsibility of the employee.
17. The ball cap, as authorized by the Commissioner, may be worn with the Class "B" or "C" duty uniform. Ball caps are authorized for wear inside and outside of any facility, including inside of buildings and to promote safe food handling practices, except where prohibited by an external authority (i.e. courthouse, Legislative Hall, etc.) No other ball caps are authorized.
18. All authorized headgear will be worn "squared away" (a dignified manner, level on the head with the bill parallel to the ground). Attempts to wear hats tilted or in any other manner personalized are improper.
19. Ties will be properly worn with the Class "A" dress uniform only. The top button of shirt will be buttoned with the tie affixed to the closed buttoned shirt at the neckline. **There will be no exceptions.**
20. Department issued undershirt will be worn with the Class "B" and "C" duty uniform.

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21. Maintenance and Delaware Correctional Industries officers may wear the authorized silk screen t-shirt with or without the authorized polo shirt as directed by the section administrator.

F. Insignia

Only authorized insignia will be worn on uniform.

1. Badges:

- a. Badges (cloth or metal) will be worn on the left breast above the pocket when in uniform.
- b. All sworn officers in non-supervisory positions within the Department of Correction will be issued badges silver in color with the state seal in the center of the badge. The metal badge identifies the carrier as an employee of the Department of Correction and their appropriate job title.
- c. All sworn officers in a supervisory position within the Department of Correction will be issued badges gold in color with the state seal in the center of the badge. The metal badge identifies the carrier as a supervisory employee of the Department of Correction and their appropriate job title.
- d. Cloth badges sewn on the Class "C" duty uniform will identify staff as an employee of the Department of Correction, be silver or gold in color determined by rank of the wearer and will not have specific ranks identified on the badge.
- e. All Honor Guard badges (hat and jacket) will be will be gold in color with the state seal in the center of the badge. The badge identifies the carrier as an Honor Guard member and will only be worn on the Honor Guard uniform.

2. Rank Insignia:

- a. Corporal, Sergeant and Staff Sergeant rank insignias will be sewn on chevrons on the Class "A", "B and C" duty uniform shirts as well as the Class "A" dress jacket. Officers in these classes will not wear metal pin rank insignias on their shirt collars or jacket epaulets.
- b. Supervisors/Administrators will wear rank insignia metal pins on their class "A", "B and C" duty uniform shirt collar. Rank insignia metal pins will also be worn on the class "A" dress jacket epaulets.
- c. The following insignias will indicate rank of correctional officer series positions:
 - Corporal: Two (2) gold chevron/stripes with dark navy blue background will be sewn on the sleeves. Chevrons will be sewn on 1¼ inches below the Department of Correction patch on the left sleeve and placed in the same horizontal area of that chevron on the right sleeve.
 - Sergeant: Three (3) gold chevron/stripes with dark navy blue background will be sewn on the sleeves. Chevrons will be sewn on 1¼ inches below the Department of Correction patch on the left sleeve and placed in the same horizontal area of that chevron on the right sleeve.
 - Trainer/Educator I: Silver Bar with 1 black square in center
 - Lieutenant, Maintenance Foreman/Food Service Specialist Supervisor: One (1) gold bar

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- Staff Lieutenant, Trainer/Educator II: One (1) silver bar
 - Captain, Trainer/Educator III, Food Service Director I, Food Service Director II: Double gold bar
 - Security Superintendent (Major): Gold oak leaf
 - Deputy Warden (Lieutenant Colonel): Silver oak leaf
 - Warden (Colonel): Gold eagles
 - Honor Guard: Members will wear their rank insignia on the collar of the Honor Guard uniform. Rank insignia will be gold in color regardless of the rank. No chevrons will be sewn on the Honor Guard shirt or dress coat. Corporal and Sergeant metal pins are only to be worn with the honor guard uniform.
3. Patches:
- a. The Department of Correction patch will be worn on the left sleeve of the Class “A”, “B” and “C” shirt, Class “A” dress jacket and winter 3 in 1 coat. Patches will be worn center 1¼ inches from the shoulder seam.
 - b. Class “C” duty uniform badge patch will be silver or gold in color based on the wearer’s rank. It will be sewn 1 inch above the left pocket top seam.
 - c. Service stripes will be worn on the left sleeve of the Class “A” dress jacket and positioned 1 inch above the decorative French blue strip. One (1) stripe for each 5 credited years of service. Credited service is completed years with the Department of Correction in a correctional series position (C/O through Warden and Trainer/Educators). State time with another agency will not be credited time for awarding service stripes. Service stripes will have a dark navy cloth background with French blue stripes.
4. Name Tags/Identification Cards:
- a. Metal name tags for the Class “A” and “B” uniform will be silver or gold in color with black lettering based on rank. Correctional Officer through Staff Sergeant will be silver; supervisor/administrator will be gold.
 - b. Class “C” duty uniform cloth name tapes will be sewn above the right pocket directly above and touching the top seam. Name tapes will be dark navy blue cloth back round with lettering embroidered to match the color of the wearers badge and shall bear the last name of the officer only.
 - c. Department of Correction Identification Card will be worn on the left breast pocket with the picture facing out; otherwise, it will be carried on an employee’s person.
5. Department/Bureau Commendation and special awards:
- a. Commendations/award pins will be worn above the left pocket of the Class “A or B” uniform shirt and Class “A” jacket between the badge and pocket utmost seam.
 - b. State Service Pins may be worn on the Class “A” or “B” uniform shirt and Class “A” jacket below the name plate on the right pocket.
 - c. CERT insignia may be worn on the Class “A” or “B” uniform shirt and Class “A” jacket above the name plate on the right pocket.
 - d. Boot Camp insignia may be worn on the Class “A” or “B” uniform shirt and Class “A” jacket centered on the right pocket.

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- e. Guardian Shield Award insignia may be worn on the Class "A" or "B" uniform shirt and Class "A" jacket above the name plate on the right pocket. In the event the wearer already has an approved CERT insignia in place, the wearer will subsequently affix the pin to the center of the right pocket.

G. INSPECTION

The correctional supervisor will be responsible for inspecting the uniformed staff as they arrive for duty. The supervisor is responsible for general appearance and compliance with the dress code of all uniformed personnel on duty under his/her supervision.

ATTACHMENT 1

INITIAL ISSUE: For all Correctional Officer Series Staff C/O through Captain, the initial issue will consist of the following:

<u>ITEMS</u>	<u>AMOUNT</u>
<u>Class "A" Dress Uniform</u>	
Jacket (Dress)	1 ea.
A. Supervisors – Gold Buttons	
B. Line Staff – Silver Buttons	
Pants	1 ea.
Shirt	1 ea.
Tie	1 ea.
Hat with parade strap	1 ea.
Supervisors – Gold	
Line Staff – Silver	
Hat Badge	1 ea.
Supervisors – Gold	
Line Staff – Silver	
Shirt Badge	2 ea.
Supervisors – Gold	
Line Staff – Silver	
Shoes (Dress)	1 ea.
Name Plate	2 ea.
Supervisors – Gold/Black Lettering	
Line Staff – Silver/Black Lettering	
Rank Insignia large (Lieutenant – Captain)	1 ea.
Rank Insignia small (Lieutenant – Captain)	2 ea.

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Duty Uniforms

3 in 1 all-weather coat	1 ea.
Trousers, Cargo Style (Seasonal Mix Totaling 5)	5 ea.
Shirt, Long Sleeve (“B” or “C” Mix Totaling 5)	5 ea.
Shirt, Short Sleeve (“B” or “C” Mix Totaling 5)	5 ea.
T-shirt (Dark Navy Blue)	5 ea.
Belt - All leather (Worn with Dress/Duty)	2 ea.
Supervisors – Gold Buckle	
Line Staff – Silver Buckle	
Duty Boots	1 ea.

NOTES:

- a. C/O Series through Staff Sergeant reference DOC Policy 8.27 when ordering. Maintenance, DCI, Food Service and Trainer/Educator will be authorized to order the polo shirt in lieu of the Class “B” or “C” duty shirts.
- b. Rain Coats as identified in the uniform contract may be purchased at the discretion of the facility Wardens/Administrators and issued to personnel based on work location and/or duty assignment.