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**ADMINISTRATIVE REGULATION
NUMBER** 217

OPR: TRAINING

DRESS CODE

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the dress code of all ADOC and contract employees.

II. POLICY

It is the policy of the ADOC that all employees will present a **professional** appearance.

III. DEFINITION(S) AND ACRONYM(S)

- A. **ADOC Law Enforcement Personnel:** An employee in one of the correctional officer/law enforcement classifications, to include: Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain, Correctional Warden I, Correctional Warden II, Correctional Warden III, Associate Commissioner, Deputy Commissioner, Institutional Coordinator, Corrections Training Director, Corrections Community Program Director, Corrections Community Program Assistant Director, Corrections Canine Assistant Handler, Corrections Canine Handler Supervisor, Corrections Canine Handler, Correctional Investigative Service Officer, Correctional Investigation Services Assistant Director, and Correctional Investigative Services Director.
- B. **Alabama Peace Officers Standards and Training Commission (APOSTC):** A state regulatory agency that sets statewide standards for selection, recruitment, and training of law enforcement officers in Alabama.
- C. **Class A Uniform:** The dress uniform for APOSTC certified employees to be worn for special occasions only, such as: graduations, court appearances, and funerals.
- D. **Class B Uniform:** The primary service uniform for APOSTC certified employees to be worn during the course of daily duties.
- E. **Class C Uniform:** The primary service uniform for Canine Handlers.

- F. **Class D Uniform:** The primary service uniform for Correctional Officer Trainees, Lateral Entry and Refresher Candidates.
- G. **Employee:** For the purpose of this regulation, an ADOC employee is considered as any full time, part-time, temporary employee, and other persons such as, but not limited to, contractors, vendors, educational personnel and volunteers.
- H. **Lateral Entry and Refresher Candidates:** An employee pending completion of the ADOC Law Enforcement Lateral Entry Program or Refresher Program, refer to AR 219, *Training*.
- I. **Support Employee:** For the purpose of this regulation, any non-law enforcement person employed by the ADOC including contract employees.
- J. **Support Service Uniform:** The primary uniform for food service and radio communication employees.
- K. **Support Utility Uniform:** The primary uniform for maintenance and laundry employees.
- L. **Trainee:** For the purpose of this regulation, an ADOC employee in the class title of Correctional Officer Trainee, Class Code of 60710.

IV. **RESPONSIBILITIES**

- A. Wardens/Division Directors are responsible for developing their institutional/division Standard Operations Procedures (SOPs), as necessary, for the implementation of AR 217, *Dress Code*.
- B. The Director of Training shall be responsible for ensuring that law enforcement personnel are issued the initial uniform allotment upon completion of Basic Training or Lateral Entry/Refresher Training.
- C. The Regional Training Supervisor shall be responsible for issuing the Class D Uniform allotment for Correctional Officer Trainees, Lateral Entry and Refresher Candidates within their region.
- D. All employees shall be responsible for complying with the contents of this regulation.

V. **PROCEDURES**

- A. All ADOC Employees:
 - 1. CLOTHING. The general attire of employees shall reflect a professional and dignified image at all times on state property – on or off duty, or when representing the ADOC:
 - a. Shorts, sweat shirts, sweat pants, and t-shirts are prohibited.

- b. Sleeveless garments and see-through clothing are prohibited.
 - c. Shirts or tops that expose cleavage, midriff, lower back, plunging necklines or backless are prohibited.
 - d. All clothing must fit properly and be in good condition.
 - e. Appropriate under garments shall be worn at all times.
 - f. Wearing of commercial logos or political buttons, pins, shirts, and the like are prohibited. Shirts with **minimized** designer symbols are acceptable, such as, Nike, Polo, Izod, Chaps, or Tommy Hilfiger, etc.
 - g. Toboggans with a brim are prohibited.
2. **APPEARANCE.** The general appearance of employees shall reflect a **professional** and **conservative** appearance at all times on state property - on and off duty, or when representing the ADOC:
- a. Hair shall be clean, neatly arranged and styled at all times to present a professional appearance.
 - b. Hair shall be of a natural color.
 - c. Exaggerated sculptured hair styles with excessive fullness or extreme height are prohibited. Hair with numerals, designs, radical vertical or side blocking is prohibited.
 - d. Hair weaves, braids, and twists shall look natural and adhere to all lengths as specified in this regulation.
 - e. Make-up shall be natural looking and worn in moderation by female employees only.
 - f. Any visible body markings that are considered inflammatory or otherwise unprofessional are prohibited.
 - g. Jewelry shall be limited to small items and worn in moderation.
 - h. Female employees may wear earrings that present a professional appearance and are not excessive.
 - i. Male employees shall not wear earrings.
 - j. Wearing of any object inserted into a pierced exposed body part (other than ear lobes) is prohibited, such as, tongue, nose, lips, or eyebrows.

3. Uniformed employees shall remain in uniform at all times while on duty.
4. Uniforms shall not be worn off-duty except for travel between home and work.
5. While in uniform, employees shall not patronize or loiter in or around any place (i.e. clubs, bars, casinos, etc.) or participate in any activity that will reflect negatively on the ADOC or the State of Alabama. Employees shall not purchase alcoholic beverages while in uniform.
6. Employees of the ADOC shall present a professional and business image when attending meetings, conferences, or other business functions as a representative of the department.
7. The Warden/Division Director shall make the final decision regarding appropriate clothing and appearance. If it is determined that the clothing and/or appearance of an employee is inappropriate, the employee shall be sent home on their own time and expense to change their clothing and/or appearance to comply with this regulation.

B. Law Enforcement Personnel.

1. Correctional Officer Trainee:

a. Issue: Upon employment, a Trainee shall receive an issue of Class D Uniforms from their assigned Regional Training Center. This issue shall include: three (3) shirts with patches, one (1) name tag, three (3) trousers, one (1) cap with patch, and one (1) jacket with patch. This issue shall be recorded on ADOC Form 217, *Employee Property Issue Record*.

b. Description and Guidelines – Class D Uniform:

(1). Class D Shirt:

- (a). The shirt shall be navy blue (Dickies brand), short-sleeve with two (2) chest pockets.
- (b). Name Tag. The name tag shall be navy blue with white letters of first initial and last name. The name tag shall be centered, level with bottom edge of name tag touching the top of the right shirt pocket.

- (c). The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on the left sleeve below the seam.
 - (d). The shirt shall be clean, pressed, appropriately sized and worn to present a professional appearance.
- (2). Class D Undershirt (purchased by employee):
- (a). The undershirt shall be white, plain, crew neck (no v-neck or mock-neck), with no design(s) or emblem(s).
 - (b). The undershirt sleeves must not extend beyond the length of the uniform shirt sleeve.
 - (c). The undershirt shall be clean and neat in appearance; and appropriately fitted so that the collar falls no lower than the base of the neck. There shall be no frayed or stretched collars.
- (3). Class D Trousers:
- (a). The trousers shall be navy blue (Dickies brand).
 - (b). The hem of the trousers should touch the top of the boot and shall be 7/8 angle-cut (biased) with no more than one (1) break in the crease of the trouser.
 - (c). The trousers shall be clean, pressed, appropriately sized and worn to present a professional appearance.
- (4). Class D Belt (purchased by employee):
- (a). The belt shall be plain black leather without name(s) or emblems(s) and shall be a width of 1.25 inches. Inmate hobby craft belts are prohibited.

- (b). The belt buckle shall be plain, non-decorative and shall be silver in color without logos or commercial emblems. It shall be no larger than two (2) inches by three (3) inches.
 - (c). The belt and buckle should be clean, polished, appropriately sized and worn to present a professional appearance.
- (5). Class D Boots (purchased by employee):
- (a). The boots shall be black military style, sold by a law enforcement vendor only.
 - (b). The boots shall be smooth or scotch grained leather or manmade material. Steel toe boots are prohibited.
 - (c). The boots shall have a high gloss shine or patent leather and be lace-up or zipper.
 - (d). The heel shall not be more than one (1) inch high.
 - (e). The boots shall be clean, polished and present a professional appearance.
- (6). Class D Socks (purchased by employee):
- (a). The socks shall be black in color.
 - (b). The socks shall have no design(s) or insignia(s) on them.
- (7). Class D Head Gear:
- (a). A navy blue cap with the ADOC patch centered.
 - (b). A brim-less toboggan may be worn and shall be black, plain without design(s) or emblems(s). Mask type toboggans are prohibited. This item is purchased by the employee.

- (8). Class D Jacket:
 - (a). A navy uniform-style, canvas work jacket (Dickie) with zippered-liner.
 - (b). The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on left sleeve, below the seam.
 - (c). The jacket shall be clean, appropriately sized and worn to present a professional appearance.
- (9). Class D Accessories (purchased by employee):
 - (a). Gloves. Black gloves may be worn during the winter months.
 - (b). Sunglasses. Sunglasses may be worn and shall be black and solid in color. They may be worn only outdoors.
 - (c). Raincoat. A raincoat may be worn and shall be solid black in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

2. Correctional Officers and Supervisors:

- a. Issue: Upon completion of the Basic Training Program, the employee shall receive an initial issue of Class A Uniforms and Class B Uniforms. This issue shall be recorded on ADOC Form 217, *Employee Property Issue Record*.
 - (1). Class A Uniform: one (1) long-sleeve shirt with patches, one (1) name tag, one (1) badge, one (1) tie, and one (1) trouser.
 - (2). Class B Uniform: three (3) shirts with patches, three (3) name tapes, three (3) badge patches, three (3) trousers, one (1) cap, and one (1) jacket with patches.
- b. Description and Guidelines – Class A Uniform:
 - (1). Class A Shirt:

- (a). Name Tag. The name tag shall be metal, centered, level with bottom edge of name tag touching the top of the right shirt pocket.
 - 1. Officers name tags shall be silver in color; black lettering with their first initial and last name.
 - 2. Supervisors name tags shall be gold in color; black lettering with first initial and last name.
- (b). Badge. The badge shall be Blackinton #427 and worn centered above the left shirt pocket. Officer badges shall be silver in color and supervisor's shall be gold in color.
- (c). The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on the left sleeve below the seam. The American flag shall be sewn on the right sleeve below the seam.
- (d). If an employee is currently CERT qualified, the CERT tab (light blue) shall be worn above the patch on the left shirt sleeve.
- (e). Rank Insignia (supervisors): Small collar brass insignia shall be worn. Sergeants shall wear chevrons, Lieutenants shall wear single bars and Captains shall wear double bars.
- (f). Pins (optional): The following pins are authorized to be worn on the uniform:
 - 1. Service pin. Only one (1) pin shall be worn at a time and it shall be the most current issued – 5-year, 10-year, 15-year, 20-year, or 25-year. It shall be centered on the right shirt pocket flap.

2. ADOC Firearm
Marksmanship pin. Only
one (1) shall be worn that
reflects the current weapon
qualification. It shall be
centered, level and even
above the left shirt pocket
below the badge.

(g). The shirt shall be dry cleaned,
appropriately sized and worn to
present a professional appearance.
Military creases are acceptable but
no fashionable creases.

(2). Class A Undershirt (purchased by employee):

(a). The undershirt shall be white, plain,
crew neck (no v-neck or mock-neck),
with no design(s) or emblem(s).

(b). The undershirt sleeves must not
extend beyond the length of the
uniform shirt sleeve.

(c). The undershirt shall be clean and
neat in appearance; and,
appropriately fitted so that the collar
falls no lower than the base of the
neck. There shall be no frayed or
stretched collars.

(3). Class A Tie:

(a). Men: The tie shall be navy, clip-on
and polyester.

(b). Women: The tie shall be a navy,
cross-over and polyester.

(4). Class A Trousers:

(a). The trousers shall be navy blue with
a light blue stripe down the outside
of the trouser leg.

(b). The hem of the trousers should touch
the top of the shoe and shall be 7/8
angle-cut (biased) with no more than
one (1) break in the crease of the
trouser.

- (c). The trousers shall be dry cleaned, pressed, appropriately sized and worn to present a professional appearance.
- (5). Class A Belt (purchased by employee):
- (a). The belt shall be plain black leather without name(s) or emblems(s) and shall be a width of 1.5 to 2 inches. Inmate hobby craft belts are prohibited.
 - (b). The belt buckle shall be plain, non-decorative and shall be silver in color for officers and gold in color for supervisors, without logos or commercial emblems. It shall be no larger than two (2) inches by three (3) inches.
 - (c). The belt and buckle should be clean, polished, appropriately sized and worn to present a professional appearance.
- (6). Class A Dress Shoes (purchased by employee):
- (a). The dress shoes (no boots) shall be black, high-glossed oxford, and low-quarter.
 - (b). The heel shall not be more than one (1) inch high.
 - (c). The shoes shall not have ornaments, such as bows, buckles, or straps.
 - (d). The shoes shall be clean and worn to present a professional appearance.
- (7). Class A Dress Socks (purchased by employee):
- (a). The socks shall be black in color.
 - (b). The socks shall have no design(s) or insignia(s) on them.
- (8). Class A Headgear. No approved headgear with this uniform.

(9) Class A Accessories (purchased by employee):

- (a). Gloves. Black gloves may be worn during the winter months.
- (b). Sunglasses. Sunglasses may be worn and shall be black in color. They may be worn only outdoors.
- (c). Raincoat. A raincoat may be worn and shall be solid black in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

c. Description and Guidelines – Class B Uniform:

(1). Class B Shirt:

- (a). The shirt shall be an LAPD navy, short-sleeve, five (5) sewn-in military creases, extended shirt tail, shoulder straps, and pleated pockets.
- (b). Name Tag. The name tape shall be embroidered with the first initial and last name, centered at the top of the right shirt pocket. Silver lettering for officers and gold lettering for supervisors.
- (c). Badges. The badge shall be centered above the left pocket. The Officers shall wear an embroidered silver badge. The Supervisors shall wear an embroidered gold badge.
- (d). The ADOC embroidered patch (LAPD navy) shall be four (4) inches in diameter and sewn on both sleeves, below the seam.
- (e). If an employee is currently CERT qualified, the CERT tab (LAPD navy) shall be worn above the patch on the left shirt sleeve.

- (f). Rank Insignia (supervisors): Small collar brass insignia shall be worn. Sergeants shall wear chevrons, Lieutenants shall wear single bars and Captains shall wear double bars. Sewn on insignia is prohibited.
 - (g). Pins: No pins are authorized to be worn with this uniform.
 - (h). Only one (1) writing instrument is permitted in the pocket and shall not be visible.
 - (i). The shirt shall be clean, pressed, appropriately sized and worn to present a professional appearance. All buttons shall be fastened except for the top button.
- (2). Class B Shirt (optional): Farm, Armory, Transfer, Bus/Road Squad and Recreation Officers (purchased by employee):
- (a). The shirt shall be short-sleeve polo style, gray in color.
 - (b). Name Tag. The name shall be centered on the right side, pocket-level. The Officer's name shall be embroidered in silver letters with the first initial and last name. Supervisor's rank and last name shall be embroidered in gold letters. For example: Sgt. Johnson or Cpt. Smith.
 - (c). Badge. The badge shall be embroidered and centered on the left side of the shirt. The Officers badge shall be silver in color and the Supervisors badge shall be gold in color.
 - (d). Rank insignia, service pins, firearm marksmanship pins and patches are not authorized to be worn on this shirt.
- (3). Class B Undershirt (purchased by employee):

- (a). The undershirt shall be black, plain, crew neck (no v-neck or mock-neck), with no design(s) or emblem(s).
 - (b). The undershirt sleeves must not extend beyond the length of the uniform shirt sleeve.
 - (c). The undershirt shall be clean and neat in appearance and appropriately fitted so that the collar falls no lower than the base of the neck. There shall be no frayed or stretched collars.
- (4). Class B Trousers:
- (a). The trousers shall be LAPD navy blue with quarter top pockets.
 - (b). The hem of the trousers should touch the top of the shoe and shall be 7/8 angle-cut (biased) with no more than one (1) break in the crease of the trouser.
 - (c). The trousers shall not be bloused.
 - (d). The trousers shall be clean, pressed, appropriately sized and worn to present a professional appearance.
- (5). Class B Belt (purchased by employee):
- (a). The belt shall be a tactical-style operator belt.
 - (b). The belt shall be black nylon and shall be a width of 1.75 inches.
 - (c). The belt shall be clean and worn to present a professional appearance.
- (6). Class B Duty Belt (purchased by employee):
- (a). It shall be a plain black leather or molded nylon and shall be a width of 2 to 2.25 inches. It shall be worn with a minimum of four (4) belt keepers. Inmate hobby craft belts are prohibited.

- (b). The Duty Belt shall be worn **over** the operator belt.
 - (c). The Duty Belt is worn to hold equipment, such as, handheld chemical holder, baton holder, flashlight holder, hand-cuff case, key-ring holder, etc. The belt buckle shall be of triple-retention polymer.
 - (d). The belt shall be clean and worn to present a professional appearance.
- (7). Class B Boots (purchased by employee):
- (a). The boots shall be black military style, sold by a law enforcement vendor only.
 - (b). The boots shall be smooth or scotch grained leather or manmade material. Steel toe boots are prohibited.
 - (c). The boots shall have a high gloss shine or of patent leather and be lace-up or zipper.
 - (d). The heel shall not be more than one (1) inch high.
 - (e). The boots shall be clean and present a professional appearance.
- (8). Class B Socks (purchased by employee):
- (a). Socks shall be black in color.
 - (b). The socks shall have no design(s) or insignia(s) on them.
- (9). Class B Head Gear:
- (a). A black cap shall be issued with the embroidered ADOC badge centered. The Officer's badge shall be silver. The Supervisor's badge shall be gold.

- (b). A brim-less toboggan may be worn and shall be black, plain without design(s) or emblem(s). Mask type toboggans are prohibited. This item is purchased by the employee.

(10). Class B Jacket:

- (a). The jacket shall be black, two (2) pockets with snap-down scalloped flaps, cross-stitched shoulder straps, knit cuffs and waistband with silver colored buttons.
- (b). The ADOC embroidered patch (LAPD navy) shall be four (4) inches in diameter and sewn on both jacket sleeves below the seam.
- (c). The elastic waist band shall not extend below the belt line. The jacket shall be zippered to the top of the shirt pockets.
- (d). The jacket shall be clean, appropriately sized and worn to present a professional appearance.

(11). Class B Accessories (purchased by employee):

- (a). Gloves. Black gloves may be worn during the winter months.
- (b). Sunglasses. Sunglasses may be worn and shall be black in color. They may be worn only outdoors.
- (c). Raincoat. A raincoat may be worn and shall be solid black in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

3. Correctional Canine Handler:

- a. Issue: Upon being appointed to a Correctional Canine Handler position, the institution of assignment shall purchase and issue the Class C MULTICAM™ Uniform. This issue shall be recorded on ADOC Form 217, *Employee Property Issue Record*, and will include: three (3) tactical polo shirts, three (3) tactical undershirts, three (3) tactical trousers, one (1) cap and one (1) tactical jacket with patches.

b. Description and Guidelines – Class C Uniform:

(1). Class C Shirt:

- (a). The shirt shall be a tan tactical polo shirt, short-sleeve.
- (b). Name Tag. The supervisor's rank and last name shall be subdued and embroidered directly on the right chest of the polo shirt. For example: Sgt. Johnson or Cpt. Smith.
- (c). Badge. The badge shall be subdued and embroidered directly on the left chest of the polo shirt.
- (d). Rank insignia or pins are prohibited on the polo shirt.
- (e). The shirt shall be clean, pressed, appropriately sized and worn to present a professional appearance. All buttons shall be fastened except for the top button.

(2). Class C Undershirt:

- (a). The undershirt shall be tan, plain, crew neck (no v-neck or mock-neck), with no design(s) or emblem(s).
- (b). The undershirt sleeves must not extend beyond the length of the polo shirt sleeve.
- (c). The undershirt shall have the ADOC badge and "K-9" on the front, and "K-9" in large letters on the back. All lettering shall be screen-printed in brown.
- (d). The undershirt shall be clean and neat in appearance and appropriately fitted so that the collar falls no lower than the base of the neck. There shall be no frayed or stretched collars.

- (3). Class C Trousers:
 - (a). The trousers shall be Tru-Spec tactical MULTICAM™ color.
 - (b). The trousers shall be bloused.
 - (c). The trousers shall be clean, pressed, appropriately sized and worn to present a professional appearance.
- (4). Class C Belt (purchased by employee):
 - (a). The belt shall be a tactical-style operator belt.
 - (b). The belt shall be dark brown nylon and shall be a width of 1.75 inches.
 - (c). The belt should be clean and worn to present a professional appearance.
- (5). Class C Duty Belt (purchased by employee):
 - (a). It shall be plain black molded nylon and shall be a width of 2 to 2.25 inches.
 - (b). The Duty Belt shall be worn over the operator belt.
 - (c). The Duty Belt is worn to hold equipment, such as: firearm holster, handheld chemical holder, baton holder, flashlight holder, hand-cuff case, key-ring holder, etc.
 - (d). The belt buckle shall be triple-retention polymer.
 - (e). The belt shall be clean and worn to present a professional appearance.
- (6). Class C Boots (purchased by employee):
 - (a). The boots shall be black military style, sold by a law enforcement vendor only.
 - (b). Boots shall be smooth or scotch grained leather or nylon.

- (c). The heel shall not be more than one (1) inch high.
 - (d). The boots shall be clean and present a professional appearance.
- (7). Class C Socks (purchased by employee):
- (a). Socks shall be solid color tan or brown athletic socks.
 - (b). The socks shall have no designs(s) or insignia(s).
- (8). Class C Head Gear:
- (a). A MULTICAM™ combat cap with a subdued embroidered badge shall be issued.
 - (b). A brim-less toboggan may be worn and shall be brown/tan, plain without design(s) or emblems(s). Mask type toboggans are prohibited. This item is purchased by the employee.
- (9). Class C Tactical Jacket:
- (a). The jacket shall be a tactical style jacket with a zippered-liner, MULTICAM™ in color.
 - (b). The ADOC badge shall be on the left and the supervisor's rank and last name on the right. For example, Sgt. Smith or Cpt. Jones. All embroidery shall be subdued.
 - (c). The ADOC embroidered subdued patch shall be four (4) inches in diameter and sewn on both sleeves, below the seam.
 - (d). The short-sleeve tan undershirt shall be worn under the jacket.
 - (e). The jacket shall be clean, appropriately sized and worn to present a professional appearance.

(10). Class C Accessories (purchased by employee):

- (a). Gloves. MULTICAM™ or brown/tan gloves may be worn.
- (b). Sunglasses. Sunglasses may be worn and shall be plain and solid black in color. They may be worn only outdoors.
- (c). Raincoat. A raincoat may be worn and shall be solid brown/tan in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

4. CERT Uniform – see Correctional Emergency Response Team SOP.

5. Training Instructor Uniform – see Training Division SOP.

6. Non-Uniform Law Enforcement – see Section V. E.:

- a. Work Release/Community Based Facilities Captains and Job Placement Officers (JPO).
- b. Supervised ReEntry Program (SRP) Personnel.
- c. Prison Rape Elimination Act (PREA) Coordinators/Security Threat Group (STG) Coordinators.
- d. Investigations and Intelligence (I&I) Investigators.

C. Uniform Support Personnel.

1. Maintenance and Laundry Personnel:

a. Issue. Upon employment, maintenance (including Laborers) and Laundry personnel shall receive an issue of Support Utility Uniforms from their assigned institution. This issue shall be recorded on ADOC Form 217, *Employee Property Issue Record*, and will include: three (3) shirts with patches, one (1) name tag, three (3) trousers, one (1) cap with patch, and one (1) jacket with patch.

b. Description and Guidelines – Support Utility Uniform.

(1). Support Utility Shirt:

- (a). The shirt shall be dark brown (Dickies brand), short-sleeve with two (2) chest pockets.

- (b). Name Tag. The name tag shall be brown with white lettering with the first initial and the last name, for example P. Smith. The name tag shall be centered, level and even above the right shirt pocket.
 - (c). The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on the left sleeve below the seam.
 - (d). The shirt shall be clean, pressed, appropriately sized and worn to present a professional appearance.
 - (e). Service pin. Only one (1) pin shall be worn at a time and it shall be the most current issued – 5-year, 10-year, 15-year, 20-year, or 25-year. It shall be centered on the left shirt pocket flap.
- (2). Support Utility Undershirt (purchased by employee):
- (a). The undershirt shall be white, plain, crew neck (no v-neck or mock-neck), with no design(s) or emblem(s).
 - (b). The undershirt sleeves must not extend beyond the length of the uniform shirt sleeve.
 - (c). The undershirt shall be clean and neat in appearance and appropriately fitted so that the collar falls no lower than the base of the neck. There shall be no frayed or stretched collars.
- (3). Support Utility Trousers:
- (a). The trousers shall be dark brown (Dickies brand).
 - (b). The hem of the trousers should touch the top of the boot and shall be 7/8 angle-cut (biased) with no more than one (1) break in the crease of the trouser.

- (c). The trousers shall be clean, pressed, appropriately sized and worn to present a professional appearance.
- (4). Support Utility Belt (purchased by employee):
- (a). The belt shall be brown leather or nylon.
 - (b). The belt shall be without names(s) or emblem(s) and shall be a width of 1.25 inches. Inmate made hobby craft belts are prohibited.
 - (c). The belt buckle shall be plain, with no crests and non-decorative. It shall be without logos or commercial emblems. It shall be no larger than two (2) inches by three (3) inches.
 - (d). The belt and buckle shall be clean, polished and worn to present a professional appearance.
- (5). Support Utility Boots (purchased by employee):
- (a). The boots shall be brown or tan work style boots.
 - (b). The boots shall be smooth or scotch grained leather or manmade material.
 - (c). The heel shall not be more than one (1) inch high.
 - (d). The boots shall be clean and present a professional appearance.
- (6). Support Utility Socks (purchased by employee):
- (a). Socks shall be solid color tan or brown.
 - (b). The socks shall have no designs(s) or insignia(s).

- (7). Support Utility Head Gear:
 - (a). A brown baseball cap with the ADOC patch (light blue) centered shall be issued.
 - (b). A brim-less toboggan may be worn and shall be brown, plain with no design(s) or emblem(s). Mask type of toboggans are prohibited. This item is purchased by the employee.
- (8). Support Utility Jacket:
 - (a). A dark brown utility-style, canvas work jacket with zippered-liner.
 - (b). The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on the left sleeve, below the seam.
 - (c). The jacket shall be clean, appropriately sized and worn to present a professional appearance.
- (9). Support Utility Accessories (purchased by employee):
 - (a). Gloves. Appropriate hand protection may be worn for the appropriate job.
 - (b). Sunglasses. Sunglasses may be worn and shall be plain and solid black in color. They may be worn only outdoors.
 - (c). Raincoat. A raincoat may be worn and shall be solid brown in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

2. Food Service, Mail Clerks, Canteen and Radio Communication Personnel:

- a. Issue: Upon employment, food service, mail clerks, canteen and radio communication personnel shall receive an issue of Support Service Uniforms from their assigned institution. This issue shall be recorded on ADOC Form 217, *Employee Property Issue Record*, and will include:

three (3) shirts with patches, (1) name tag, three (3) trousers, one (1) cap with patch, and one (1) jacket with patch.

b. Description and Guidelines – Support Service Uniform:

(1). Support Service Shirt:

- (a). The shirt shall be gray (Dickies brand), short-sleeve with two (2) chest pockets.
- (b). Name Tag. The name tag shall be black with white lettering with the first initial and the last name, for example P. Smith. The name tag shall be centered, level and even above the right shirt pocket.
- (c). The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on the left sleeve, below the seam.
- (d). The shirt shall be clean, pressed, appropriately sized and worn to present a professional appearance.

(2). Support Service Undershirt (purchased by employee):

- (a). The undershirt shall be white, plain, crewneck (no v-neck or mock-neck), with no design(s) or emblem(s).
- (b). The undershirt sleeves must not extend beyond the length of the uniform shirt sleeves.
- (c). The undershirt shall be clean and neat in appearance and appropriately fitted so that the collar falls no lower than the base of the neck. There shall be no frayed or stretched collars.

(3). Support Service Trousers:

- (a). The trousers shall be gray (Dickies brand).

- (b). The hem of the trousers should touch the top of the shoe and shall be 7/8 angle-cut (biased) with no more than one (1) break in the crease of the trouser.
 - (c). The trousers shall be clean, pressed, appropriately sized and worn to present a professional appearance.
- (4). Support Service Belt (purchased by employee):
 - (a). The belt shall be black leather or nylon.
 - (b). The belt shall be plain without name(s) or emblem(s) and shall be a width of 1.25 inches. Inmate hobby craft belts are prohibited.
 - (c). The belt buckle shall be plain, with no crests and non-decorative. It shall be silver in color without logos or commercial emblems. It shall be no larger than two (2) inches by three (3) inches.
 - (d). The belt and buckle shall be clean, polished and worn to present a professional appearance.
- (5). Support Service Shoes or Boots (purchased by employee):
 - (a). The shoes or boots shall be black uniform style shoes.
 - (b). The shoes or boots shall be smooth or scotch grained leather or manmade material.
 - (c). The heel shall not be more than one (1) inch high.
 - (d). The shoes or boots shall be clean and present a professional appearance.
- (6). Support Service Socks (purchased by employee):
 - (a). Socks shall be black in color.

- (b). The socks shall have no designs(s) or insignia(s).
- (7). Support Service Head Gear:
- (a). A black baseball cap style with the ADOC patch (light blue) centered shall be issued.
 - (b). A brim-less toboggan may be worn and shall be black, plain with no design(s) or emblem(s). Mask type of toboggans are prohibited. This item is purchased by the employee.
- (8). Support Service Jacket:
- (a). A gray uniform-style, canvas work jacket with zippered-liner.
 - (b). The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on the left sleeve, below the seam.
 - (c). The jacket shall be clean, appropriately sized and worn to present a professional appearance.
- (9). Support Service Accessories (purchased by employee):
- (a). Gloves. Appropriate hand protection may be worn for the appropriate job.
 - (b). Sunglasses. Sunglasses may be worn and shall be plain and solid black in color. They may be worn only outdoors.
 - (c). Raincoat. Raincoats may be worn and shall be solid black in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

D. Uniform Disposition.

1. Replacement:

- a. Uniforms will be re-issued annually, in the same quantity as initial issue, to all employees who wear uniforms.

- b. Jackets will be replaced on an as needed basis, when worn or damaged.
- c. If a uniform is damaged or otherwise destroyed, the employee shall prepare an ADOC Form 302-A, *Incident Report* and submit a request to the Warden or Division Director for a replacement uniform(s).
- d. If a uniform is lost or stolen, the employee shall prepare an ADOC Form 302-A, *Incident Report* and submit a request to the Warden or Division Director for a replacement uniform(s). The employee may have to pay for the replacement uniform(s).
- e. Replacement uniforms shall be recorded on ADOC Form 217, *Employee Property Issue Record*.

2. Return:

- a. When an employee resigns, separates or otherwise leaves the department, all uniforms and badges must be turned into the institution or division designee and recorded on ADOC Form 217.
- b. Retiring Law Enforcement Officials may retain their uniforms and badges.

3. Maternity:

- a. Maternity uniforms may be authorized during pregnancy when wearing the standard uniform becomes impractical or recommended by a physician.
- b. Maternity uniforms may be approved for wear during pregnancy, by the Warden or Division Director.

E. Non-Uniform Law Enforcement and Support Employee Dress Attire.

1. Professional Dress Attire:

- a. Professional Dress Attire shall be worn for court appearances, interagency meetings, community functions, or when serving as an ADOC representative for external functions.
- b. Female:
 - (1). Business suits, dresses, and skirts or coordinated slacks with blouse or sweater.
 - (2). Pants should break at the top of the foot or

shoe.

- (3). Dresses and skirts shall be at least knee length or below, appropriately sized and worn to present a professional appearance.
- (4). Appropriate dress shoes shall be worn with panty hose or trouser socks to present a professional appearance. Open-toed and backless shoes are prohibited.

c. Male:

- (1). A business suit or sport coat with coordinating slacks, shirt and tie.
- (2). Appropriate dress shoes and socks should be coordinated with the attire. Lace-up shoes are preferred.

2. Business Casual Attire:

a. Business Casual Attire shall be worn for daily office work, intra-agency meetings, training or as specified by the Warden or Division Director.

b. Female:

- (1). Casual pants, slacks, and Capri pants (loose fitting) appropriate for the work environment, with coordinated top, blouse or sweater.
- (2). Capri pants length should fall between the calf and ankle. Hip-hugger or low-rider slacks are prohibited.
- (3). Tops, blouses and sweaters shall not reveal cleavage or undergarments. Sleeveless shirts, cap sleeve tops, and tank tops are prohibited.
- (4). Appropriate under garments shall be worn at all times.
- (5). Business casual shoes which are appropriate for the work environment. Flip-flops and athletic shoes are prohibited.

c. Male:

- (1). Slacks or pants of a casual style, but professional in appearance. Cargo pants, carpenter pants, denim or similar style pants

are prohibited.

- (2). Pants should touch the top of the foot or shoe. Hip-hugger or low-rider slacks are prohibited.
- (3). Button-up shirts, turtle neck, mock crew, or crew neck dress shirts are permissible.
- (4). Polo style dress shirts are permitted. Embroidered ADOC badge or seal are acceptable.
- (5). Casual shoes which are appropriate for the work environment. Flip-flops, athletic shoes and the like are prohibited.

- d. Exceptions to the business casual attire may be made for special circumstances at the discretion of the Warden or Division Director.
- e. Dress down day (jeans, t-shirt, athletic shoes, etc.) may be authorized by the Commissioner or designee.
- f. The Warden or Division Director shall make the final decision regarding appropriate professional dress and business casual attire. If determined that the attire of an employee is inappropriate, the employee shall be sent home on their own time and expense to change their clothing to comply with this regulation.

F. Specific Grooming and Appearance:

1. Uniformed Personnel:

a. Hair – Female:

- (1). Hair shall be clean, neatly arranged, and styled at all times to present a professional appearance.
- (2). Hair shall not touch the eyebrows, extend below the top edge of the uniform shirt collar, or protrude in front of the band of a properly worn hat/cap.
- (3). Pins, combs, barrettes, scrunches, or rubber bands may be worn, but must be concealed inconspicuously.
- (4). Shaved lines in eyebrows are prohibited.

b. Hair – Male:

- (1). Hair shall be clean, neat, and trimmed to present a groomed appearance.
- (2). Hair shall be cut in a style so as not to touch the ears and shall not extend beyond the top edge of the uniform shirt collar.
- (3). Hair shall not touch the eyebrows, or protrude in front of the band of a properly worn hat or cap.
- (4). Hair height shall not exceed one (1) inch and hair length shall not exceed two (2) inches. Designs in hair are prohibited.
- (5). Sideburns shall not exceed below the middle of the ear, and will end with a clean shaved horizontal line. Flared or tapered sideburns are prohibited.
- (6). Facial hair is limited to a military-style mustache and shall not extend beyond the corners of the mouth horizontally, or below the top of the upper lip.
- (7). Beards are prohibited, unless medically approved by a physician. If medically approved, the beard length shall not exceed 1/16 of an inch. The medical approval shall be updated and presented to the Warden/Division Director every thirty (30) days.
- (8). Shaved lines in eyebrows are prohibited.

c. Fingernails (male and female):

- (1). Fingernails shall be clean and not extend more than 1/8 of an inch beyond the tips of the finger.
- (2). Females may wear nail polish that presents a professional appearance, which is neutral in color without design or ornamentation.
- (3). Males are prohibited from wearing any nail polish.

- d. Jewelry (male and female):
 - (1). Rings are limited to no more than one (1) on each hand, on the ring finger only.
 - (2). One (1) wristwatch is permitted.
 - (3). Females may wear one (1) small stud type earring in each ear lobe.
 - (4). Males are prohibited from wearing earrings.
 - (5). Bracelets, necklaces and anklets are prohibited. The Warden or Division Director must approve medical bracelets and necklaces.

- e. Cosmetics (male and female):
 - (1). Make-up shall be natural looking and worn in moderation by female employees only.
 - (2). Cologne, perfume, body sprays, and lotions shall be minimized so as not to have a strong presence.

2. Non-Uniform Law Enforcement and Support Employees:

- a. Hair – Female:
 - (1). Hair shall be clean, neatly arranged, and styled at all times to present a professional appearance.
 - (2). Pins, combs, barrettes, scrunches, or rubber bands may be worn.
 - (3). Shaved lines in eyebrows are prohibited.
 - (4). For Support employees only, they may wear shoulder length dreadlocks.

- b. Hair – Male:
 - (1). Hair shall be clean, evenly cut, neat, and trimmed to present a professional appearance.
 - (2). Hair shall not exceed beyond the bottom edge of the collar in the back, shall not cover the entire ear on the sides, and must be styled above the eyebrows in the front. Designs in hair are prohibited.

- (3). Sideburns shall not extend below the middle of the ear and will end with a clean shaved horizontal line. Flared and tapered sideburns are prohibited.
- (4). Facial hair is limited to a mustache and shall not extend beyond the corners of the mouth horizontally, or below the top of the upper lip.
- (5). For Support employees only, they may wear beards not to exceed one inch in length, maintained, trimmed, and shaved around the collar.
- (6). For Support employees only, they may wear shoulder length dreadlocks.
- (7). Shaved lines in eyebrows are prohibited.

c. Fingernails (male and female):

- (1). Fingernails shall be clean at all times.
- (2). Female nails shall not extend more than ½ an inch beyond the tips of the finger and male nails shall not extend more than 1/8 of an inch beyond the tips of the finger.
- (3). Females may wear nail polish that presents a professional appearance.
- (4). Males are prohibited from wearing any nail polish.

d. Jewelry (male and female):

- (1). Rings are limited to no more than one (1) on each hand.
- (2). One (1) wristwatch is permitted.
- (3). Females may wear no more than two (2) earrings in each ear lobe.
- (4). Males are prohibited from wearing earrings.
- (5). No more than two (2) necklaces, two (2) bracelets and one (1) anklet shall be worn.

- e. Cosmetics (male and female):
 - (1). Make-up shall be natural looking and worn in moderation by female employees only.
 - (2). Cologne, perfume, body sprays, and lotions shall be minimized so as not to have a strong presence.
- 3. The following attire is prohibited during working hours:
 - (a). T-shirt tops and dresses.
 - (b). Halter tops and dresses, as well as tank-tops.
 - (c). Cropped or low-cut blouses and dresses.
 - (d). Jump suits and bubble dresses.
 - (e). Shower thongs, flip-flops, and athletic shoes.
 - (f). Shorts or skorts.
 - (g). Denim and leather clothing.
 - (h). White tops and white pants together.
- 4. The Warden or Division Director shall make the final decision regarding appropriate clothing and appearance. If it is determined that the clothing or appearance of an employee is inappropriate, the employee shall be sent home on their own time and expense to change their clothing or appearance to comply with this regulation.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

- A. ADOC Form 217, *Employee Property Issue Record*.

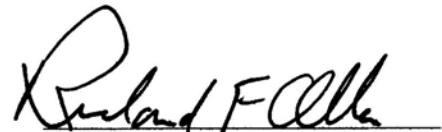
VIII. SUPERCEDES

- A. This Administrative Regulation supersedes AR 217, *Dress Code*, dated October 28, 2005 and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 as amended, § § 14-1-1.1 and 14-2-8.

- B. The U. S. Department of Justice, National Institute of Corrections (NIC),
Conducting Prison Security Audits, FY 2003.
- C. ADOC AR 208, *Employee Standards of Conduct and Discipline*.
- D. ADOC AR 219, *Training*.
- E. ADOC AR 223, *Badges*.
- F. ADOC AR 302, *Incident Reporting*.



Richard F. Allen, Commissioner

