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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. **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.
- B. **Class A Uniform**: The dress uniform for APOSTC certified employees to be worn for special occasions only, such as: graduations, court appearances, and funerals.
- C. **Class B Uniform**: The primary service uniform for Correctional Officer Trainees, Basic Correctional Officers, and APOSTC certified employees to be worn during the course of daily duties.
- D. **Employee/Staff**: Any person employed by the ADOC as a full-time, part-time, conditional or temporary employee and all other persons such as contractors, authorized service providers, vendors, and volunteers in the classified and unclassified service.
- E. **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*.
- F. **Support Employee**: For the purpose of this regulation, any non-law enforcement person employed by the ADOC including but not limited to, contract employees.

- G. **Support Service Uniform:** The primary uniform for food service, mail clerks, canteen, cubicle operators, and radio communication employees.
- H. **Support Utility Uniform:** The primary uniform for maintenance and laundry employees.
- I. **Trainee:** For the purpose of this regulation, an ADOC employee in the class title of Correctional Officer Trainee or Basic Correctional Officer prior to attending basic training, Class Code of 60710 or 60818.

IV. **RESPONSIBILITIES**

- A. Wardens/Division Directors are responsible for developing their institutional/division Standard Operations Procedures (SOPs) which are appropriate to respective work environments for the implementation of AR 217, *Dress Code*.
- B. The Director of Training shall be responsible for ensuring that Basic Correctional Officers and APOSTC Correctional Officers are issued the initial uniform allotment, consisting of Class A and Class B uniforms, upon completion of Basic Training.
- C. The Regional Training Supervisor shall be responsible for issuing the Class B Uniform allotment for Correctional Officer Trainees, Basic Correctional Officers, 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. The general appearance of employees shall reflect a professional appearance at all times on state property on and off duty, or when representing the ADOC.
 - 2. Uniformed employees shall remain in uniform at all times while on duty.
 - 3. Uniforms shall not be worn off-duty except for travel between home and work.
 - 4. While in uniform or while representing the ADOC, employees shall not patronize or loiter in or around any place of questionable character (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 or consume alcoholic beverages while in uniform.
 - 5. 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.

6. The Warden/Division Director shall make the final decision regarding appropriate clothing and appearance.

B. Law Enforcement Personnel:

1. **Correctional Officer Trainee / Basic Correctional Officer - Class B Uniform Description:** DOC issued royal blue short-sleeve polo style shirt and navy tactical trousers

- a. **Polo Shirt:** All buttons shall be fastened except for the top button.
- b. **Undershirt:** (purchased by employee) shall be black, plain, crew neck only, with no design(s) or emblems(s).
- c. **Belt:** (purchased by employee) shall be tactical style and shall be a width of 1.75 inches. Inmate hobby craft belts are prohibited.
- d. **Boots:** (purchased by employee) shall be black law enforcement style and maintained to a professional appearance.
- e. **Socks:** (purchased by employee) shall be black in color, and have no design(s) or insignia(s) on them.
- f. **Head Gear:** (DOC issued navy blue cap). 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.
- g. **Jacket:** DOC issued jacket only. 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.
- h. **Black Gloves:** (purchased by employee) may be worn during the winter months.
- i. **Sunglasses:** (purchased by employee) may be worn and shall be black and solid in color. They may be worn only outdoors.
- j. **Raincoat:** (purchased by employee) may be worn and shall be solid black in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

2. **Basic Correctional Officers / APOSTC Correctional Officers and Supervisors Class A Uniform Description:** DOC issued, light blue, long sleeve shirt with (4) inch light blue ADOC patch on right shoulder and American flag on left shoulder. DOC issued navy blue pants with light blue stripe.

- a. **Name tags:** Officers shall be silver in color; black lettering with their first initial and last name. Supervisors name tags shall be gold in color;

black lettering with first initial and last name. The name tag shall be metal, centered, level with bottom edge of name tag touching the top of the right shirt pocket. The size of the name tag shall be approximately 3 ¼ in length by 5/8 inches in width.

- b. **Badge:** APOSTC Correctional Officer badge shall be Blackinton #427. Basic Correctional Officer badges shall be Blackinton #803 and worn centered above the left shirt pocket. Officer badges shall be silver in color and supervisors' shall be gold in color.
- c. **CERT Tab:** If an employee is currently CERT qualified, the CERT tab (light blue) shall be worn above the patch on the left shirt sleeve.
- d. **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.
- e. **Pins (optional):** Only one (1) service 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.
- f. **Class A Shirt:** Military creases are acceptable but no fashionable creases.
- g. **Undershirt:** (purchased by employee) shall be appropriately sized, white, plain, crew neck (no v-neck or mock-neck), with no design(s) or emblem(s).
- h. **DOC issued, polyester, navy tie only:** Men shall wear clip on style and women shall wear cross-over style.
- i. **Belt:** (purchased by employee) shall be plain black leather without name(s) or emblems(s) and shall be a width of 1.5 inches. Inmate hobby craft belts are prohibited. 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.
- j. **Dress Shoes:** (purchased by employee) shall be black, high-glossed oxford, and low-quarter. The heel shall not be more than one (1) inch high. The shoes shall not have ornaments, such as bows, buckles, or straps.
- k. **Dress Socks:** (purchased by employee) shall be black in color. The socks shall have no design(s) or insignia(s) on them.
- l. **Head Gear:** (Only authorized for Training Division staff and staff assigned to an honor guard detail)
- m. **Black Gloves:** (purchased by employee) may be worn during the winter months.

- n. **Sunglasses:** (purchased by the employee) may be worn and shall be black in color. They may be worn only outdoors.
 - o. **Raincoat:** (purchased by the employee) may be worn and shall be solid black in color, button-up or zip-up, knee or mid-thigh length, only worn outdoors.
3. **APOSTC Correctional Officers / Basic Correctional Officer and Supervisors Class B Uniform Description:** Royal Blue long and short sleeve polo style shirt and navy blue tactical style trousers. The badge shall be embroidered and centered on the left side, pocket level. Silver color for officers and gold color for supervisors. The name shall be embroidered with the first initial and last name, centered on the right side, pocket level. Silver lettering for officers and gold lettering for supervisors.
- a. Wearing of the long-sleeve shirt is optional during the months of October through March only.
 - b. **Rank Insignia (supervisors):** A (1) one inch square sew on insignia shall be worn in the center of the polo shirt centered below the last shirt button. All rank insignia shall be aligned in a vertical orientation.
 - c. **Pins:** Only Leadership Academy pins may be worn on the left collar.
 - d. **Polo Shirt:** All buttons shall be fastened except for the top button.
 - e. **Undershirt:** (purchased by employee) shall be appropriately sized, black, plain, crew neck (no v-neck or mock-neck), with no design(s) or emblem(s).
 - f. **Belt:** (purchased by employee) shall be tactical style and shall be a width of 1.75 inches. Inmate hobby craft belts are prohibited.
 - g. **Boots:** (purchased by employee) shall be black law enforcement style and maintained to a professional appearance.
 - h. **Socks:** (purchased by employee) shall be black in color, and have no design(s) or insignia(s) on them.
 - i. **Head Gear:** (DOC issued navy blue cap and black toboggan). A brimless toboggan may be worn and shall be black, plain without design(s) or emblems(s). Mask type toboggans are prohibited.
 - j. **Jacket:** DOC issued jacket only. The jacket shall be black, two (2) pockets with snap-down scalloped flags, cross-stitched shoulder straps, knit cuffs and waistband with silver colored buttons.
 - k. **Black Gloves:** (purchased by employee) may be worn during the winter months.

- l. **Sunglasses:** (purchased by employee) may be worn and shall be black and solid in color. They may be worn only outdoors.
 - m. **Raincoat:** (purchased by employee) may be worn and shall be solid black 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.
 7. Law Enforcement Services Division / K-9 / Tracking – see LES Division SOP.

C. Uniform Support Personnel:

1. **Support Utility Uniform Description:** DOC issued Gray or Brown shirts, trousers and jacket. Shirts shall have the ADOC patch on each shoulder and a sew on name tag. The name tags will have the first initial and last name only. **Mail Clerks, Canteen, Shift Clerk, and Radio Communication Personnel** shall wear gray utility uniforms. **Maintenance and Laundry Personnel** shall wear brown utility uniforms.
 - a. **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.
 - b. **Support Personnel Undershirt:** (purchased by employee) shall be appropriately sized, white, plain, crew neck (no V-neck or mock-neck), with no design(s) or emblem(s).
 - c. **Support Personnel Belt:** (purchased by employee) shall be black leather. The belt shall be without names(s) or emblem(s) and shall be a width of 1.25 inches. 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. **Support Personnel Footwear:** (purchased by employee) shall be black or brown boots. The boots or shoes shall be smooth or scotch grained leather or manmade material. The heel shall not be more than one (1) inch high.
 - e. **Socks:** (purchased by employee) shall be solid color black or brown. The socks shall have no designs(s) or insignia(s).
 - f. **Head Gear:** A brown for maintenance or blue for kitchen baseball style cap with the embroidered ADOC seal (light blue) centered.
 - g. **Head Gear optional:** A brim-less toboggan may be worn by

maintenance 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.

- h. **Support Personnel Jacket:** DOC issued matching utility-style, canvas work jacket.
- i. **Gloves:** Appropriate hand protection may be worn for the appropriate job.
- j. **Sunglasses:** may be worn and shall be plain and solid black in color. They may be worn only outdoors.
- k. **Raincoat:** A black raincoat may be worn, button-up or zip-up, knee or mid-thigh length, only worn outdoors.

2. **Food Service and Correctional Cubicle Operators Uniform Description:** DOC issued blue and green polo style shirts with navy and gray trousers. The Food Service employee's first initial and last name shall be embroidered in white lettering directly on the right chest of the polo shirt with the rank. Cubicle Operators first initial and last name shall be embroidered in white lettering directly on the right chest of the polo shirt. The Alabama Great Seal emblem will be embroidered on the left side (chest area). **Food Services** shall wear blue polo shirts with gray trousers. **Cubicle Operators** shall wear green polo shirts with navy trousers.

- a. **Undershirt:** (purchased by employee) shall be appropriately sized, white, plain, crewneck (no V-neck or mock-neck), with no design(s) or emblem(s).
- b. **Belt:** (purchased by employee) shall be black leather. The belt shall be plain without name(s) or emblem(s) and shall be a width of 1.25 inches. 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. The belt and buckle shall be clean, polished and worn to present a professional appearance.
- c. **Shoes or Boots:** (purchased by employee) shall be black uniform style shoes. The shoes or boots shall be smooth or scotch grained leather or manmade material. The heel shall not be more than one (1) inch high.
- d. **Socks:** (purchased by employee) shall be black in color. The socks shall have no designs(s) or insignia(s).
- e. **Head Gear:** A blue baseball type cap with the embroidered ADOC seal (light blue) centered.
- f. **Head Gear optional:** 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.

- g. **Jacket:** DOC issued matching, canvas work jacket. The ADOC embroidered patch (light blue) shall be four (4) inches in diameter and sewn on the left sleeve, below the seam.
- h. **Gloves:** Appropriate hand protection (purchased by employee) may be worn for the appropriate job.
- i. **Sunglasses:** (purchased by employee) may be worn and shall be plain and solid black in color. They may be worn only outdoors.
- j. **Raincoats:** (purchased by employee) 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. Two uniforms will be issued annually, to all employees who wear uniforms.
- b. Jackets will be replaced on an as needed basis, when worn or damaged.
- c. If an issued uniform item is lost, stolen, 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). The employee may have to pay for the replacement uniform(s) if the Warden or Division Director determines that the loss, theft, or damage was the result of the employee's negligence or misconduct.
- d. 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 APOSTC certified Law Enforcement Officials may retain their 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). Dress shoes shall be worn.

- c. Male:

- (1). A business suit or sport coat with coordinating slacks, shirt and tie.
- (2). Dress shoes and socks shall be coordinated with the attire.

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 shall fall between the base of the calf and top of the ankle.
- (3). Tops, blouses and sweaters shall not reveal cleavage or undergarments.
- (4). Dresses and skirts shall be at least just above the knee length or below, appropriately sized and worn to present a professional

appearance.

- (5). Business casual shoes shall be worn and present a professional appearance. Athletic shoes are prohibited unless a medical justification is provided.

c. Male:

- (1). Slacks or pants that are professional in appearance.
- (2). Button-up shirts, turtle neck, mock crew, or crew neck dress shirts are permissible.
- (3). Polo style dress shirts are permitted. Embroidered ADOC badge or seal are acceptable.
- (4). Business casual shoes shall be worn. Flip-flops, sandals and athletic shoes are prohibited, unless a medical justification is provided.

d. Jeans and/or T-shirts may be worn on dress down day if authorized by the Commissioner or designee.

e. The Warden or Division Director shall make the final decision regarding appropriate professional dress and business casual attire.

F. Specific Grooming and Appearance:

1. Uniformed Personnel:

a. Hair – Female:

- (1). Hair shall be a natural color, 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 or cap.
- (3). Pins, combs, barrettes, scrunches, or rubber bands may be worn inconspicuously.
- (4). Shaved lines in eyebrows are prohibited.

b. Hair – Male:

- (1). Hair shall be a natural color, 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). Facial hair may be worn and must be kept clean, trimmed and maintained as to present a professional appearance. Facial hair may not exceed 1/2 inch in length.
 - (5). Shaved lines in eyebrows, and beards are prohibited.
- c. Fingernails (male and female): Fingernails shall be clean and not extend more than 1/8 of an inch beyond the tips of the finger.
- 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. Smart watches are prohibited in facilities unless the employee is otherwise authorized to possess a cell phone or receives authorization from the facility warden.
 - (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. Medical bracelets and necklaces must be approved by the Warden or Division Director.
2. Non-Uniform Law Enforcement and Support Employees:
- a. Hair – Female:
- (1) Hair shall be a natural color, 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.
- b. Hair – Male:
- (1). Non-Uniform Law Enforcement: Standards for non-uniform male law enforcement shall be the same as uniform law enforcement - male.
 - (2). Non-Uniform Support Employees:

- (a). Hair shall be a natural color, clean, neat, and trimmed to present a professional appearance.
 - (b). Hair styles, shall not extend beyond shoulder length and must be styled above the eyebrows.
 - (c). Facial hair may be worn and must be kept clean, trimmed and maintained as to present a professional appearance. Facial hair may not exceed 1 inch in length.
 - (d). Designs in hair and 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 $\frac{1}{2}$ an inch beyond the tips of the finger and male nails shall not extend more than $\frac{1}{8}$ of an inch beyond the tips of the finger.
 - (3). Employees shall wear nail polish that presents a professional appearance. Males shall not wear nail polish.
- d. Jewelry (male and female):
- (1). Rings are to be worn in a way that presents a professional appearance.
 - (2). One (1) wristwatch is permitted. Smart watches are prohibited in facilities unless the employee is otherwise authorized to possess a cell phone or receives authorization from the facility warden.
 - (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). (Females only) Make-up shall be natural looking and worn in moderation.
 - (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. Halter top dresses, as well as tank-tops.
 - b. Cropped or low-cut blouses and dresses.
 - c. Jump suits, sweat suits and bubble dresses.
 - d. Shorts or skorts.
 - e. Leather pants and skirts.
 - f. Palazzo pants.
 - g. Leggings.
 - h. Cargo pants.
 - i. Carpenter pants.
 - j. Low-rider slacks.
 - k. Hip-huggers.
 - l. Sleeveless shirts and dresses.
 - m. Cap sleeve tops and tank tops.
 - n. White tops and white pants together.
4. The Warden or Division Director shall make the final decision regarding appropriate clothing and appearance.

VI. DISPOSITION

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

VII. FORMS

ADOC Form 217, *Employee Property Issue Record*.

VIII. SUPERCEDES

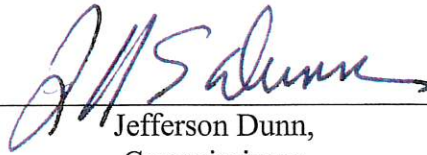
This Administrative Regulation supersedes AR 217, *Dress Code*, dated December 1, 2010 and any changes.

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*.



Jefferson Dunn,
Commissioner

