

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
350**

**DEPARTMENT GROOMING AND DRESS STANDARDS  
(TEMPORARY)**

**Supersedes:** AR 350 (Temporary, 05/01/01 and 08/01/11)

**Effective date:** 05/02/2011 (Non-Custody Staff)

08/01/2011 (Custody Staff)

**AUTHORITY:** NRS 209.131

**RESPONSIBILITY**

It is the policy of the Department to ensure that all employees portray the most favorable image of law enforcement. Such an image should reflect the highest professional standards and be consistent with public expectations of a disciplined organization which demonstrates confidence and trust.

**350.01 GROOMING STANDARDS**

**1. Hair requirements for Uniformed Staff and Non-Uniform Staff who work within the institution's secure perimeter:**

- A. Hair will be neat, clean, trimmed, well-groomed, and will not exceed one-half inch below the top of the buttoned shirt collar while standing.
- B. Bangs will be cut or styled so that hair will not interfere with vision.
- C. Hair on the sides of the head will be combed so as not to cover more than one-half inch of the outside portion of the ear.
- D. Long hair is acceptable as long as the hair style meets the requirements of A, B, and C.
- E. Shaved designs are prohibited, to include exotic designs or row cutting.
- F. Hair shall not exceed two inches above the top of the head.
- G. Hair shall not be worn in any eccentric style such as, but not limited to: Mohawk, Ducktail, Knitting of the hair, to include eccentric or exotic coloring.
- H. Wigs and hairpieces must conform to hair requirements stated in this regulation.

I. Hair shall not be styled in any fashion, which hinders wearing the uniform hat in its original and historical prescribed manner.

J. Ponytails are not authorized.

**2. Facial Hair:**

A. Sideburns shall not extend below the middle of the exterior opening of the ear.

B. Sideburns shall be of an even width and will not be flared.

C. Sideburn shall be trimmed with a clean shaved horizontal line.

D. Mustaches shall not extend over the top lip, nor in any way obscure the upper lip.

E. Mustaches shall not extend beyond or below the corners of the mouth.

F. Mustaches shall be kept short and neatly trimmed to prevent an “overly” bushy appearance.

G. Beards and/or goatees are allowed. They will be kept neatly trimmed to no longer than 1 inch in length. However, should safety equipment be part of the position, employee must be able to properly utilize said equipment. Officers not wearing a beard or goatee must be clean shaven when reporting for duty.

H. Staff shall notify supervisor of intent to substantially change their facial appearance, to include the growing or removal of facial hair. New I.D. cards are mandatory, within one week, after substantial changes have been made. Employees are responsible for the purchase of new I.D. cards.

**3. Make-up:** Cosmetics shall be soft, subdued and restrained, matching the natural color of skin and lightly applied.

**4. Tattoos:**

Tattoos or branding will not be exposed or visible while on-duty. Such markings must be covered by clothing. All other markings that cannot be covered by clothing will be covered using make-up, neutral toned bandages or patches. Hand and finger tattoos shall be covered with approved gloves. Employees are prohibited from getting tattoos or any other type of visible markings on their head, neck, hands, or face after employed.

**5. Fingernails:**

A. Fingernails shall be kept clean and neatly trimmed.

B. Fingernails of custody staff shall not extend beyond the tips of the fingers or thumbs.

C. Polish is permissible for custody staff. However, colors will be neutral, light tones without designs.

6. **Jewelry:** The wearing of jewelry in a prison setting is neither appropriate nor safe:

A. Wristwatches may be worn. Watches worn on chains or pinned to the uniform are not permitted.

B. A medical alert identification bracelet is permitted.

C. Rings shall be limited to one ring per hand.

D. Neck chains and necklaces, if worn will not be visible.

E. Stud/post earrings which do not extend below the earlobe may be worn. Will be 4mm or less. Only one stud/post earring is allowed per ear, and shall be worn symmetrical.

F. Employees are prohibited from wearing face piercings and tongue studs while at work.

G. Employees are prohibited from stretching their earlobes, a process called "gauging."

H. Staff should refrain from wearing precious or semi-precious stones. The Department accepts no responsibility for loss of, or damage to, such personal items.

I. Employees are prohibited from attaching, affixing, or displaying objects, articles or jewelry on or through the nose, tongue, eyebrow or other exposed body parts.

J. All jewelry implants will not be exposed or visible while on-duty.

7. **Undergarments:**

A. Undergarments shall not be visible or allowed to protrude from under clothing. This prohibition does not apply to the required and approved t-shirt for uniform staff.

B. Female staff shall wear a brassiere at all times.

8. **Employee Organization Pin:**

Only one Employee Organization pin, depicting its emblem, may be worn on a uniform above the name tag/plate or on the collar of the civilian clothing. Field Training Officer (FTO) pins are prohibited. Pins must be approved in advance by the Deputy Director.

## **350.02 NDOC PICTURE IDENTIFICATION CARDS**

1. In order to maintain proper identification for the safety of all facilities and Department offices, Identification Cards will be worn picture face out, in accordance with AR 352:

A. Non-uniform staff shall wear their Department of Corrections picture I.D. on their person, in plain sight at all times, when entering and while inside all facilities and buildings, and when on official duty away from the facility, unless otherwise approved for extenuative circumstances.

B. Non-uniform staff will either affix their picture I.D. card to the center of the left quadrant of their outer garment, picture facing out, or affix their picture I.D. card to a break-away type lanyard around their neck, picture facing forward and above the waist.

C. Uniform staff shall wear their Department picture I/D affixed to their uniform shirt on the left front shirt pocket, centered on the pocket flap, unless they are wearing an approved outer garment. At which time, their picture I.D. card will be affixed to the approved outer garment, centered on the pocket flap, or to that affect.

2. Department picture identification cards shall be visible at all times to ascertain authority at any control point or while in the facility. Approved authority is responsible to validate individual authority, to prevent escapes and the entrance by unauthorized persons into any facility or building.

## **350.03 PEACE OFFICER BADGES**

1. Peace Officer's Badge - One to be worn on the uniform shirt, Tuffy jacket or dress jacket. Cloth badges for the BDU two-piece uniform (subdued) or Tuffy jackets. Badges may only be issued and worn by uniformed staff.

2. Correctional Officers required to be certified by the Peace Officers' Standards and Training Commission shall not be allowed to wear the Peace Officer badge until after they have taken the Oath of Office.

3. Wallet Badges – Director; Deputy Directors, Wardens; Inspector General; Inspector General Investigators, and Associate Wardens are the only staff authorized to possess NDOC wallet badges while on duty.

4. Peace Officer Badges are authorized only for permanent status Peace Officers.

5. Peace Officer badges shall be obtained through the approved Department supplier.

6. Badges are authorized with a "retired" banner on plaques.

7. Any misrepresentation made by the use of the Department of Correction's Peace Officer Badge is prohibited, and disciplinary action may occur if not used within policy guidelines and applicable State laws. Badges should not be displayed when not on duty.

#### **350.04 PEACE OFFICER UNIFORMS**

Peace Officers will ensure their uniforms are clean, pressed and serviceable when reporting for duty. Uniforms are to be purchased from the approved vendor.

#### **350.05 DRESS STANDARDS (Uniformed Staff) Class “A” Uniform**

1. Class A uniform will always be worn by all ranks of Correctional Officers when they are manning a post that, on a routine basis, will be meeting the public, i.e., gatehouse, visiting, court appearances, training classes, etc. The Class A uniform will always be worn unless otherwise approved by this Administrative Regulation or by the appropriate supervisor. The requirements will be addressed in Institutional Procedures. The Class A uniform is defined as:

A. Shirt: The shirt will be tan in color. Short or long sleeves may be worn year-round. T-shirts are required to be worn. They must be white, cotton crew neck T-shirt without any type of lettering or logos. The type will be determined by the Department as issued or distributed by the Department’s approved uniform supplier.

B. Trousers: The trousers will be “Olive Drab Green” in color and will be the type distributed by the Department’s uniform contractor. Without cargo pockets.

C. Tie: Ties are “Olive Drab Green” in color. Ties are optional with Class A uniforms. Ties are required with a long sleeve shirt when the Officer is appearing in Court or representing the Department outside the facility, or when directed to be worn by a supervisor or higher authority. Clip on and break-away ties are required.

D. Trouser Belt: The belt shall be black, basket-weave design no less than 1 ½ inches in width. The buckle shall be a garrison type, silver in color for C/O’s and SC/O’s, and gold in color for Sergeant and Lieutenant. A Velcro-type fastening device may be used instead of a buckle.

E. Duty Belt: A duty belt is required. It will be black in color and can be leather, Corfram or nylon. It will not be less than 2 ½ inches in width. All accessories shall match the duty belt in design and color.

F. Footwear: There are four (4) types of footwear approved for wear with the officer’s uniform:

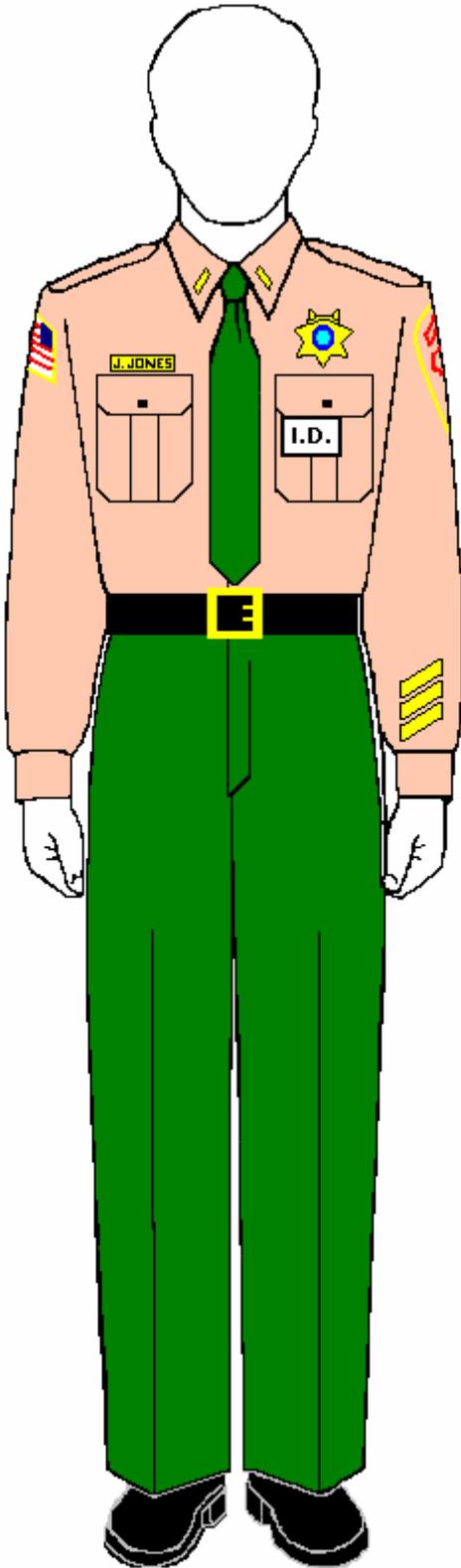
(1) Oxford/Chukka – These are black, lower cut, lace-up dress shoe type. The sole must be black, and can be of leather, slip resistant type or synthetic. The upper part of the shoe must be a plain, military type toe, made of leather or corfram that will shine to a gloss finish.

(2) Quarter Boots – These are black, lower cut, lace-up dress shoe type. The sole must be black and will be of a slip resistant type made of leather or synthetic type materials.

(3) Boots/Lace-up Type – These boots are black in color, lace-up type. The laces must be black. The sole must be black and will be of a slip resistant type made of leather or a synthetic type material. The upper part of the boot must have a plain, military type toe, and be made of leather or a leather/Cordura type nylon, which will shine when polished to a gloss finish.

(4) Wellington Type Boots – These are black, pull on boots with a round military type toe. The sole must be black and can be constructed of slip resistant type leather or a synthetic type material.

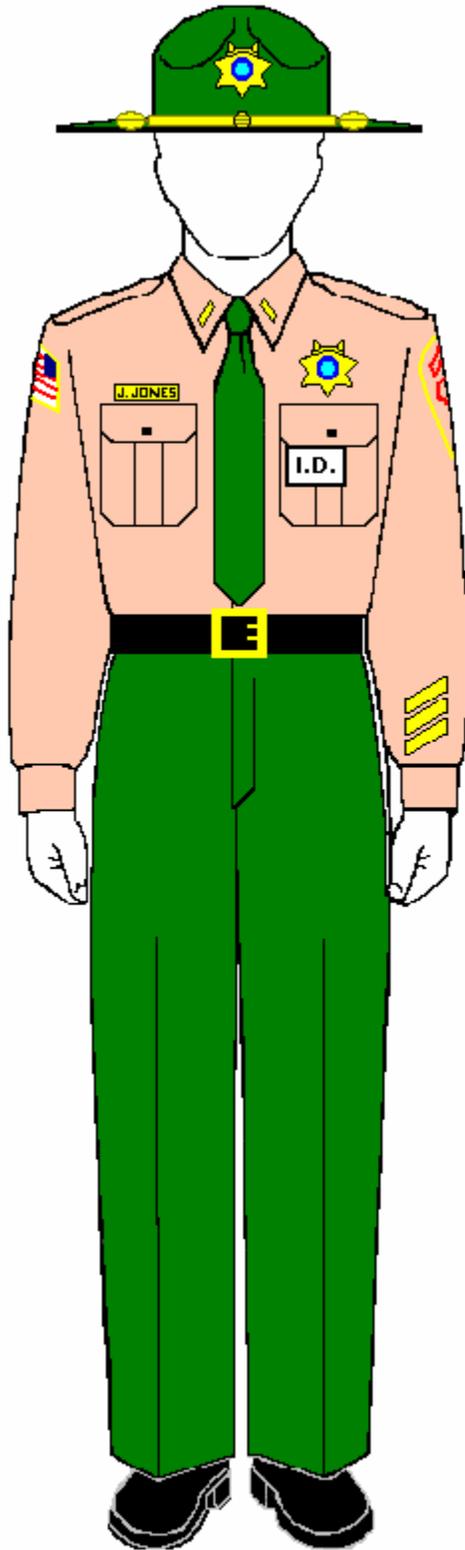
## Class-A Dress Uniform with a Tie



**Class-A** – This uniform consist of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Green Utility Baseball Type Cap authorized.
- Affix picture I.D. card on left pocket as shown.

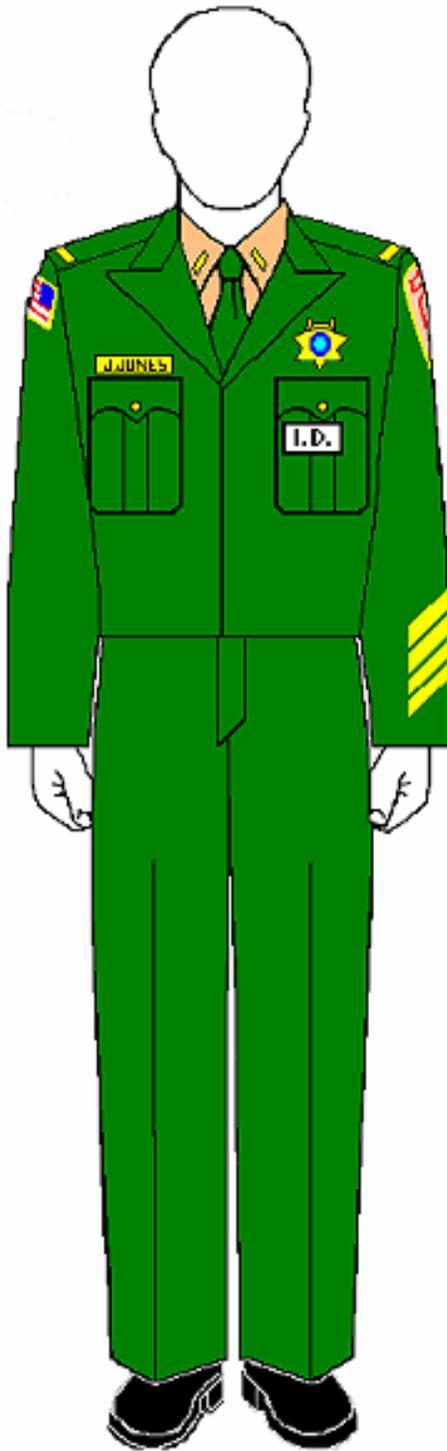
## Class-A Dress Uniform with a Tie and Campaign Hat



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Campaign Hat with gold acorns and metal badge.
- Full Color Patches (NDOC, Flag, Service Stripes).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card to left shirt pocket as shown.

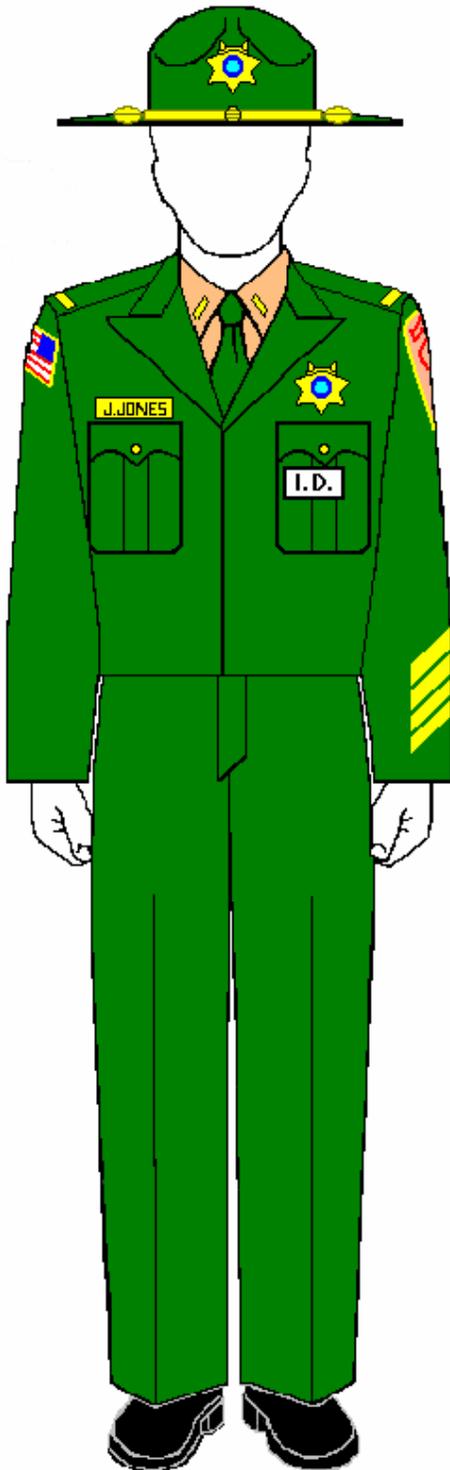
## Class-A Dress Uniform with Eisenhower Dress Jacket



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie.
- Eisenhower Dress Jacket.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes on both the jacket and shirt).
- Metal Badge on both the jacket and shirt.
- Metal Rank Insignia on both the jacket and shirt.
- Metal Name Tag on both the jacket and shirt.
- Affix picture I.D. card to left shirt pocket as shown.

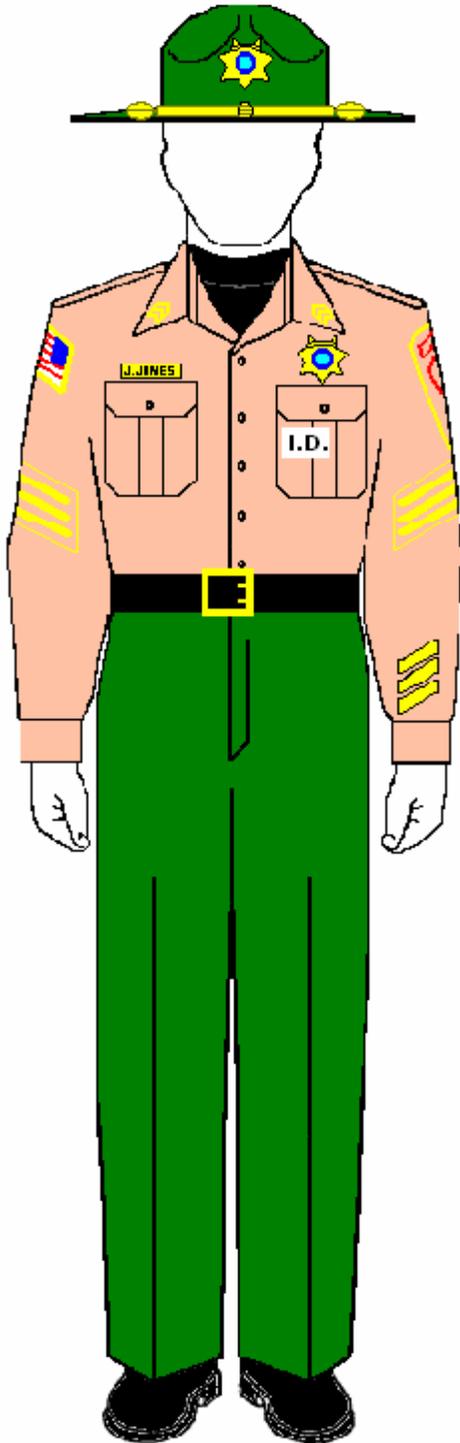
## Class-A Dress Uniform - Eisenhower Dress Jacket and Campaign Hat



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie.
- Eisenhower Dress Jacket.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes on both the jacket and shirt).
- Metal Badge on both the jacket and shirt.
- Metal Rank Insignia on both the jacket and shirt.
- Metal Name Tag on both the jacket and shirt.
- Affix picture I.D. card to left jacket pocket as shown.

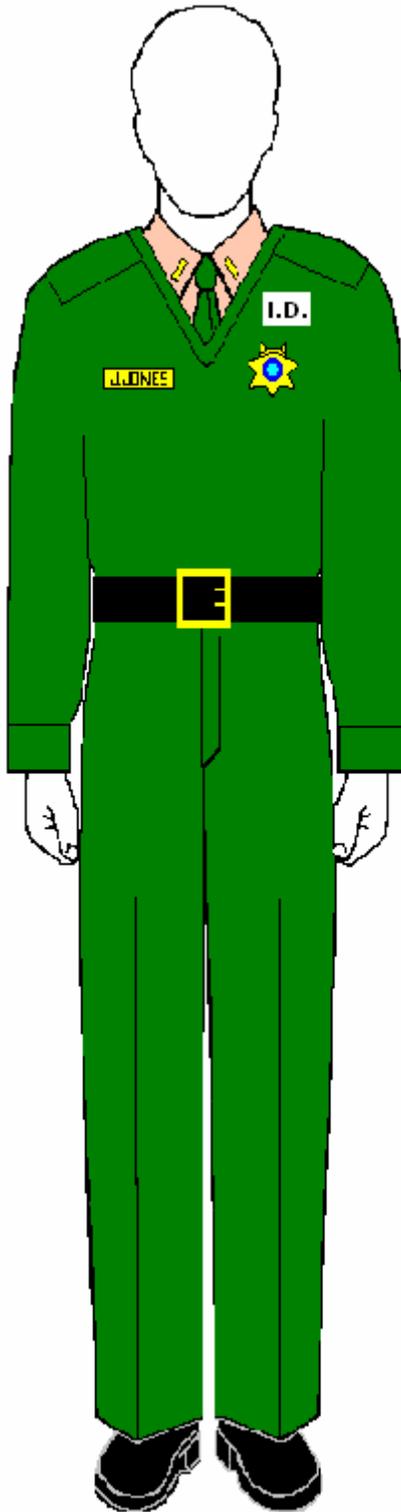
## Class-A Uniform with Turtle Neck and Campaign Hat



**Class-A** – This uniform consists of the following items and is considered a Class A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Black Mock Turtleneck or Dicki.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Campaign Hat with gold acorns and metal badge.
- Full Color Patches (NDOC, Flag, Rank, Service Stripes).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card on left pocket as shown.

## Class-A Dress Uniform with green Commando type sweater



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie.
- Commando Type Sweater.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes on the shirt, badge patch on sweater).
- Metal Badge on shirt.
- Metal Rank Insignia on shirt.
- Metal Name Tag on both the sweater and shirt.
- Affix picture I.D. card as shown.

8. Insignias/Attachments:

A. Shoulder Patches - Shall be worn on all shirts and uniform jackets. A rocker may be worn above the NDOC patch indicating the initials of the facility where the officer is assigned; i.e., ESP, NSP, SDCC, HDSP, etc.

B. Nametags - Standard metal nametags for shirts and uniform jackets. Silver in color for Correctional Officer Trainees, Correctional Officers and Senior Correctional Officers. Gold colored for Sergeants, Lieutenants, and Captains. Embroidered nametags for the two-piece BDU (subdued), Polo Shirts, and Tuffy jackets.

C. Collar Devices - Eleven-sixteenths (11/16") standard size, three chevron type collar devices for Sergeants, gold in color, 11/16 standard size single bar collar device for Lieutenants, gold in color, Senior Correctional Officers will wear two chevrons, silver in color, permanent Correctional Officers will wear one chevron, silver in color. BDU uniforms may be cloth, for all insignia, and subdued in color for all ranks.

D. Black Utility Pouch - Authorized.

E. American Flag - Approximately 2 3/8" x 3 3/8" with a gold border for shirts; 2 3/8" x 3 3/8" for jackets and subdued for the BDU uniform. The American Flag will be worn on the right sleeve, at the shoulder with the stars facing forward.

F. Flashlight/Flashlight Holder – Required while on shift.

G. Key Holders/Snaps - Required (Okay's Key Safe style advisable).

H. Whistle – Required to be attached to the belt or waist areas, not to the shoulder area.

I. Handcuff Case - Required.

J. Diagonal service stripes - gold on a tan background, 2 inches in length on long sleeve shirts and gold on green background on dress jacket, one stripe for every three (3) years of completed service. Service stripes may be worn on long sleeve dress shirts and dress jackets only.

K. Chevrons - Permanent Correctional Officers will wear one silver colored, cloth chevron with a gold boarder under the American Flag and the NDOC patch. Senior Correctional Officers will wear two silver colored, cloth chevrons with gold boarders under the American Flag and the NDOC patch. Sergeants will wear standard (three chevron, gold in color) chevrons on their shirts and jacket sleeves under the American Flag and NDOC patch. Chevrons shall be in addition to the currently used collar devices. Sleeve chevrons shall be worn on both sleeves, centered with the sleeve creases. Chevrons shall be over a dark green background and may be subdued in color for the BDU uniform.

### **350.06 DRESS STANDARDS (Uniformed Staff) Class “B” Uniform**

1. A Class B uniform may be worn in designated posts within the Department as determined by the Warden or higher authority. The Class B uniform is defined as:

2. **Shirt:** The shirt will be tan in color. Short or long sleeves may be worn year-round. T-Shirts are required to be worn. T-shirts must be white cotton with a crew neck, absent any type of lettering or logos. Black Dickies may be worn over the approved T-shirt. The type will be determined by the Department as issued or distributed by the Department’s approved uniform supplier.

3. **Trousers:** The “Class-B” trousers will be green in color with cargo pockets. The type will be determined by the Department as issued or distributed by the Department’s approved uniform supplier.

4. **Tie:** The Department’s approved color is “olive drab green” – the same color as the trousers. Ties are required when wearing a long sleeve shirt with Class B uniform, or when directed to be worn by your supervisor or higher authority.

5. **Trouser Belt:** The belt shall be black, basket-weave design no less than 1 ½ inches in width. The buckle shall be a garrison type, silver in color for C/O’s and SC/O’s, and gold in color for Sergeant and Lieutenant. A Velcro-type fastening device may be used instead of a buckle.

6. **Duty Belt:** Duty belts are the same as for the Class A uniform. It will be black in color and can be leather, Corfram or nylon. It will not be less than 2 ½ inches in width. All accessories shall match the duty belt in design and color.

7. **Footwear:** There are four (4) types of footwear approved for wear with the officer’s uniform:

A. **Oxford/Chukka** – These are black, lower cut, lace-up dress shoe type. The sole must be black, and can be of leather, slip resistant type or synthetic. The upper part of the shoe must be a plain, military type toe, made of leather or corfram that will shine to a gloss finish.

B. **Quarter Boots** – These are black, lower cut, lace-up dress shoe type. The sole must be black and will be of a slip resistant type made of leather or synthetic type materials.

C. **Boots/Lace-up Type** – These boots are black in color, lace-up type. The laces must be black. The sole must be black and will be of a slip resistant type made of leather or a synthetic type material. The upper part of the boot must have a plain, military type toe, and be made of leather or a leather/Cordura type nylon, which will shine when polished to a gloss finish.

D. Wellington Type Boots – These are black, pull on boots with a round military type toe. The sole must be black and can be constructed of slip resistant type leather or a synthetic type material.

E. Steel toed boots are appropriate when assigned to work crews and fires.

F. Footwear: Must be the boots/lace-up type described in Class A Uniform Footwear section.

## 8. Insignia

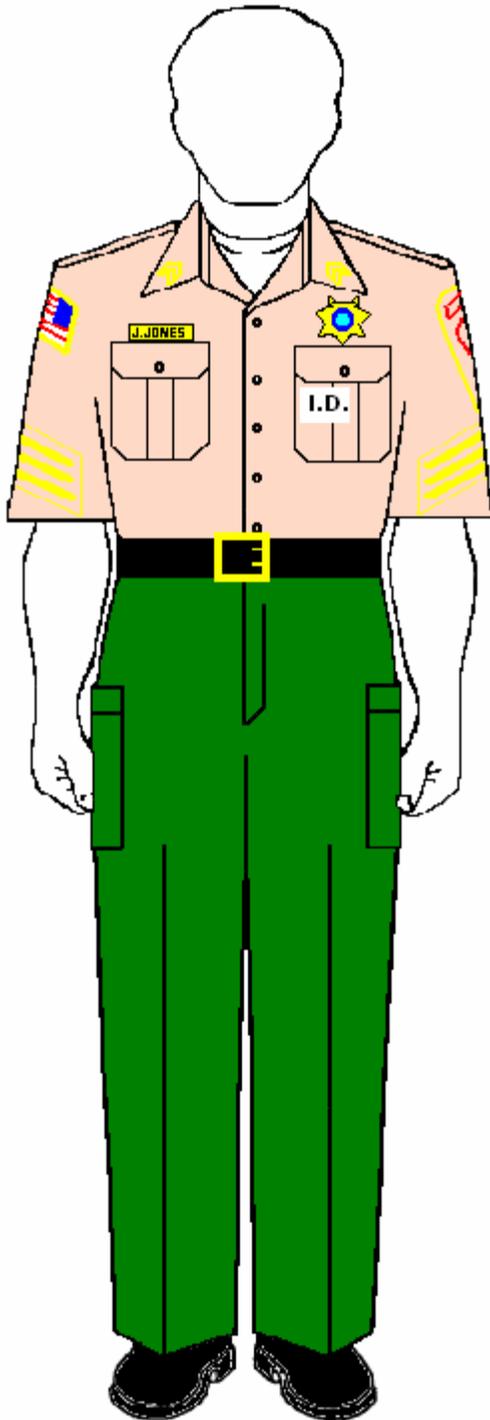
A. The Class B uniforms must have the Nevada Department of Corrections patch on the left shoulder and the American Flag on the right shoulder.

B. A rocker may be worn above the Nevada Department of Corrections insignia displaying the initials of the institution/facility where the officer is assigned; i.e., ESP, SDCC, NSP, HDSP, etc.

C. The badge must be cloth-sewn type; it will be sewn on the left side of the chest, centered on the bottom point of the badge, 1” above the top of the pocket.

D. The name tag must be cloth-sewn type, which will be the same color as the BDU uniform. Lettering will be black. It will be positioned immediately above, and centered over, the right breast pocket of the BDU shirt. This is applicable to the black BDU.

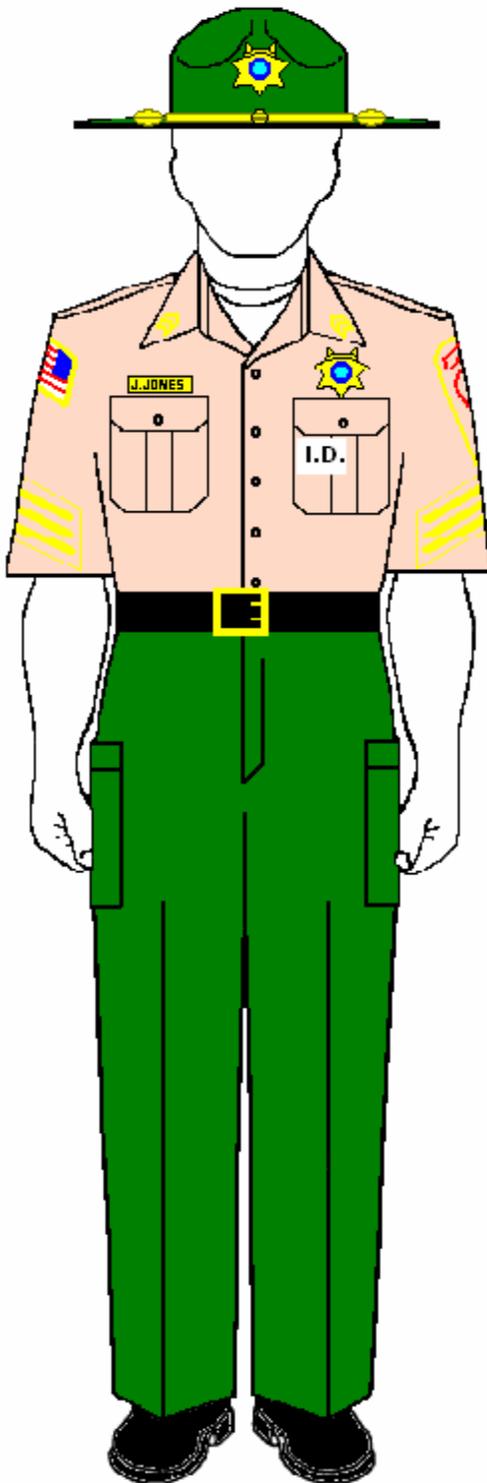
## Class-B Dress Uniform



**Class-B** – This uniform consists of the following items and is considered a Class-B Dress Uniform authorized for wear the entire year.

- Class-B trousers.
- Tan Short Sleeve Dress Shirt.
- White Crew neck T-Shirt.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Rank).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card on left shirt pocket as shown.

## Class-B Dress Uniform with Campaign Hat



**Class-B** – This uniform consists of the following items and is considered a Class-B Dress Uniform authorized for wear the entire year.

- Class-B trousers.
- Tan Short Sleeve Dress Shirt.
- White Crew neck T-Shirt.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Campaign Hat with gold acorns and metal badge
- Full Color Patches (NDOC, Flag, Rank).
- Metal Badge on both the Shirt and Hat.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card on left shirt pocket as shown.

### **350.07 DRESS STANDARDS (Uniformed Staff) Standard Class “C” BDU Uniform**

1. The standard Class “C” BDU uniform shall be the Department’s approved color which may be worn in designated posts within the Department as determined by the Warden or higher authority. The standard Class “C” BDU uniform is defined as:

A. Shirt: The shirt must be a “BDU” type in the Department’s approved color and distributed by the Department’s supplier. Shirts must be long enough to keep tucked inside the trousers.

B. Trousers: The trousers must be a “BDU” type in the Department’s approved color and distributed by the Department’s supplier. Trousers will be bloused at the top of the boot.

C. Belts: Duty belts are the same as approved for Class A and Class B uniforms.

D. Footwear: Must be the boot/lace-up type described in Class A and Class B Uniform Footwear section.

E. Summer Option: From April 1 until October 1, officers may wear the approved polo-type shirt.

F. Wearing of the Class “C” (BDU), in all areas, will be with the approval of the Warden.

G. The Class “C” two-piece BDU uniform must be the Department’s approved color, with all subdued insignia. Standard and subdued insignia shall not be mixed.

H. The badge must be a cloth-sewn type, green in color, with black stitching, with a subdued background to match the green uniform.

I. The NDOC shoulder patch, for all shirts and utility uniforms, will be sewn on the left shoulder. It will be green in color, with a black background to match the green uniform.

J. Nametags will be embroidered only, black in color.

K. Collar devices will be sewn cloth only, green in color, with a black stitching to match the green uniform.

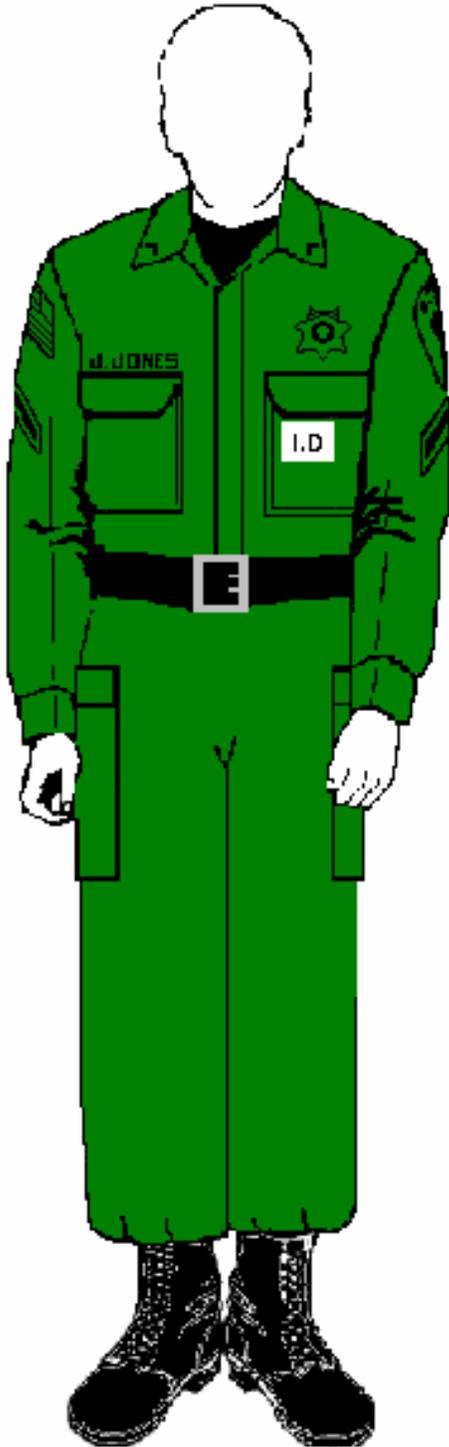
L. Duty belt will be black leather or nylon type, and shall comply with duty belt requirements.

M. Pregnant female staff may wear trousers with an expandable, elastic waistband with the uniform shirt worn outside the trousers. The shirt or BDU uniform blouse shall have a squared hemline.

N. Certain modifications to uniforms will be allowed due to injuries which require use of a cast, sling, etc. which hinders the wearing of the uniform properly while on temporary modified duty.

O. BDU shirts, trousers, cloth badges, NDOC shoulder patches, name tags, collar devices, polo type shirts and the approved winter hats and beanie will be as approved by the Department.

## Class-C BDU Uniform



**Class-C** – This uniform consists of the following items and is considered a Class-C Utility Uniform authorized for wear the entire year.

- BDU trousers.
- BDU 2 pocket Shirt.
- Black Crew neck T-Shirt and/or Black turtle neck sweater in the winter time.
- Trouser Belt.
- Duty Belt
- Military Type Lace-up Boots for blousing pants.
- Green Utility Baseball type cap authorized.
- Subdued Patches (NDOC, Flag, Rank).
- Cloth Badge on both the Shirt and Hat.
- Metal or Cloth Rank Insignia.
- Name embroidered with first initial and last name is mandatory.
- Affix picture I.D. card on left shirt pocket as shown.

**350.08 DRESS STANDARDS (Uniformed Staff) Class “C” C.E.R.T. BDU Uniform**

1. The Class “C”, C.E.R.T. BDU uniform is approved for the Department’s Correctional Emergency Response Teams (C.E.R.T.), Legislatively approved for Ely State Prison and High Desert State Prison. The Class “C” C.E.R.T. BDU uniform is defined as:

A. Shirt and Trousers are the same as the Class standard C uniform except the color of the 2-piece C.E.R.T. BDU uniform is black.

B. Badge will be silver in color, cloth only, with a subdued background to match the black uniform. A gold color will be worn by Sergeants and above, with the subdued background.

C. The NDOC shoulder patch, for all shirts and utility uniforms, will be sewn on the left shoulder. It will be silver in color, with a black background to match the black uniform.

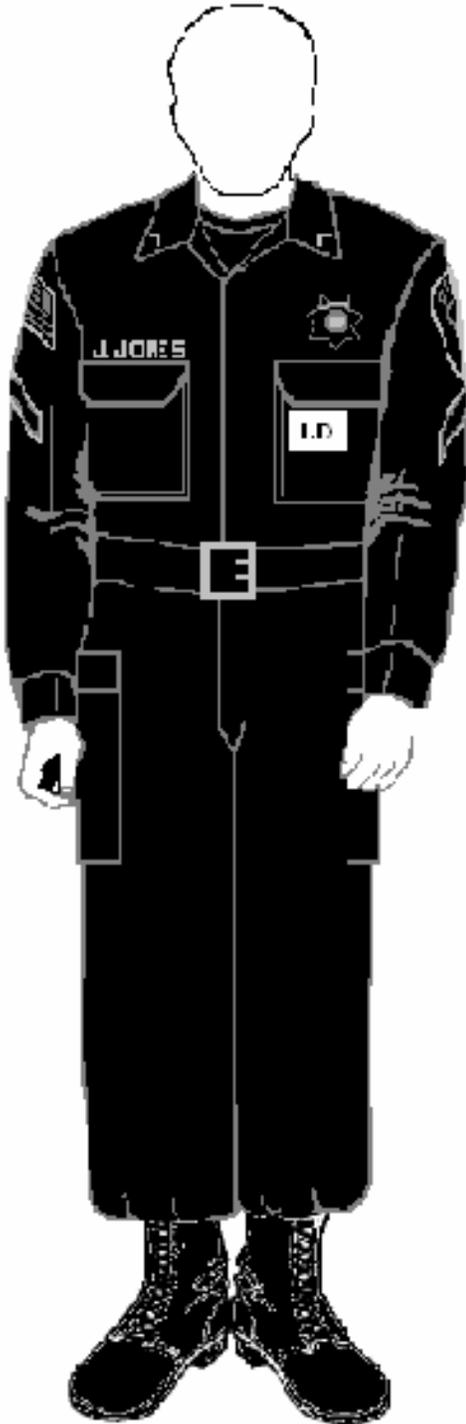
D. Nametags will be embroidered only, silver in color.

E. Collar devices will be sewn cloth only, silver in color, with a black background to match the black uniform.

F. Duty belt will be black leather or nylon type, and shall comply with duty belt requirements.

G. Certain modifications to uniforms will be allowed due to injuries which require use of a cast, sling, etc. which hinders the wearing of the uniform properly while on temporary light duty.

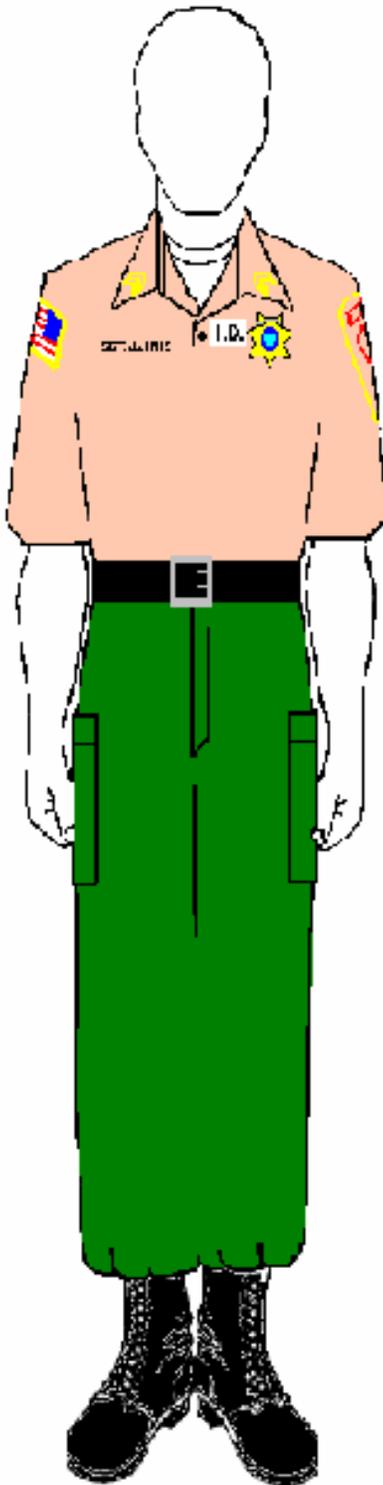
## Class-C BDU Uniform (CERT)



**Class-C** – This uniform consists of the following items and is considered a Class-C Utility Uniform authorized for wear the entire year by CERT officers only.

- Black BDU trousers.
- Black BDU Shirt.
- Black Crew neck T-Shirt and/or Black turtle neck sweater in the winter time.
- Trouser Belt.
- Duty Belt.
- Military Type Boots.
- Black Utility Baseball type cap authorized.
- Subdued Patches (NDOC, Flag, Rank).
- Cloth Badge on both the Shirt and Hat.
- Metal or Cloth Rank Insignia.
- Name embroidered with first initial and last name is mandatory.
- Affix picture I.D. card on left shirt pocket as shown.

## Class-C Summer Uniform – Polo Shirt



**Class-C** – This uniform consists of the following items and is considered a summer uniform authorized for wear from April 1 thru October 1. Dates can be extended by the Deputy Director.

- BDU Trousers.
- Tan Polo Shirt.
- White Crew neck T-Shirt. (Optional)
- Trouser Belt.
- Duty Belt.
- Military Type Boots.
- Full Color Patches (NDOC, Flag).
- Cloth Badge.
- Name embroidered with Rank, first initial and last name is mandatory.
- Affix picture I.D. card as shown.
- Rank insignias to be embroidered on collar.

### **350.09 OUTER GARMENTS**

1. Jackets - Winter jackets (nylon), green, “Tuffy” style. Silver colored buttons for C/O Trainees, C/O’s and Senior C/O’s; gold buttons for Sergeants and Lieutenants.
2. Dress jackets (Eisenhower jackets) – Green, silver colored buttons for C/O Trainees, C/O’s and SC/O’s; gold colored buttons for Sergeants and Lieutenants.
3. BDU-type jacket - OD green, may be worn with the BDU uniform only. All insignia on this jacket will be subdued in color.
4. Sweaters - Forest green, wool, pullover type, “V” neck, or cardigan from the Department’s contractor. To be worn with Class A or B uniforms.
5. Rain Coats - Optional. The long yellow classic rider style design is authorized.
6. Headgear – Approved headgear as follows. They are all optional.
  - A. Green utility baseball type cap, with the Department of Corrections badge insignia. Embroidery will be silver or gold based on rank, may be worn with approved uniforms. Badge will be subdued for wear with the BDU uniform). Cap shall be worn as originally intended.
  - B. Trooper type winter hat, during cold or foul weather, may be worn as originally intended.
  - C. Winter Headgear – May be authorized during certain types of working conditions, i.e., inclement weather. Requires Warden’s approval.

### **350.10 UNIFORM PROHIBITIONS**

1. Peace Officers will not wear the Department uniform in any bar, tavern, gambling hall or nightclub, except in the necessary performance of assigned duties.
2. Department identification cards or Peace Officer badges are not to be used to misrepresent official capacity or authority.
3. While in uniform, the purchasing or consumption of alcoholic beverages, or engaging in other activities, which might reflect negatively on the Department, is prohibited.
4. The wearing of an incomplete uniform on duty is prohibited.
5. Upon the discretion of the respective Wardens, uniform inspections will be held periodically. Uniforms will be kept clean and neatly pressed.
6. Unless approved by this regulation, the mixing of uniforms is not allowed.

7. No items such as qualification pins or other badges, stickers or insignias may be worn with a uniform without the specific approval of the Deputy Director based on documented training, qualification, and Department function.

8. The wearing of a uniform for off duty functions is not authorized.

### **350.11 UNIFORM PAYMENTS**

Uniforms payments will be made to applicable staff based upon the legislatively approved uniform allowance.

### **350.12 DRESS STANDARDS (Nursing Staff)**

Nursing staff may wear lab coats, scrubs, and other clothing consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work and consistent with this regulation. No red, blue, orange or yellow colors are authorized

### **350.13 DRESS STANDARDS (P.I. Supervisor, Food Service Staff, Recreational Specialist and Laundry Staff)**

Staff are expected to dress consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work and consistent with this regulation.

### **350.14 DRESS STANDARDS (Maintenance)**

Maintenance staff may wear clothing consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work and consistent with this regulation.

1. Trousers - dark brown in color, made of durable fabric such as cotton or a cotton blend fabric.

2. Shirts - tan or dark brown in color, made of a durable fabric such as cotton or a cotton blend fabric. Shirts may be short sleeve for the summer and long sleeve for the winter (either shirt may be worn year around). T-shirts are required to be worn. They must be white, cotton, crew neck T-shirts without any type of lettering, decals or logos.

3. Footwear - There are four (4) types of work shoes/boots authorized for wear. Steel toed boots are appropriate:

A. Oxford type work shoe - These are brown or black, low cut, lace up work shoes. The sole must be brown/black and be made of a slip resistant type material. The upper part of the shoe must have a military type toe and be made of leather or a leather type synthetic material. The shoe must be maintained for a clean appearance.

B. Quarter Boot - These are brown or black lace up, quarter boots. The sole must be brown/black and made of a slip resistant type material. The upper part of the boot must have a military type toe and be made of leather or a leather type synthetic material. The boot must be maintained for a neat appearance.

C. Boot Lace up - These brown or black boots are a lace up type. The sole must be brown/black and made of a slip resistant type material. The upper part of the boot must have a military type toe and be made of leather or a leather/nylon material. The boot must be maintained for a neat appearance.

D. Wellington Type Boot - These are brown or black, pull on type work boots. The sole must be brown/black and constructed of a slip resistant material. The upper part of the boot must have a military type toe and be made of leather or a leather type synthetic material. The boot must be maintained for a clean appearance.

4. Belt - The belt shall be brown leather and shall be no less than 1 ½" - wide and must have a garrison type buckle, silver or gold in color. The belt will have no lettering or insignias.

5. Work Gloves - Gloves must be leather, palm and fingers. The style must be approved by the Maintenance Facility Supervisor or Warden of the facility, depending on the type of work being performed by the maintenance personnel.

6. Jacket - The winter jacket must be brown in color and match the trousers. Different styles can be approved by the Warden depending on the environmental concerns and the type of work performed by the maintenance staff.

7. Headgear - The one (1) authorized style of headgear is a brown, baseball type cap, with the NDOC star on the cap. Winter headgear may be authorized during certain types of working conditions, i.e., inclement weather. Must be approved by the Warden.

### **350.15 DRESS STANDARDS (Office of the Inspector General)**

Investigators assigned to the Office of the Inspector General may wear clothing consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work, consistent with this regulation and Court acceptable:

1. Male investigators shall wear, at a minimum, dress shirts with a tie, slacks and dress shoes. Long or short sleeve shirts may be worn.

2. Female investigators shall wear, at a minimum, a dress blouse, slacks and dress shoes.

3. Investigators are required to have available at all times, an appropriate coat or jacket for Court appearances or to conceal their weapon while in the community.

4. On approved days, investigators will be allowed to wear:

- A. Black or tan embroidered polo shirts obtained from the approved provider.
  - B. Button down shirts purchased from Prison Industries (Industrial Programs), embroidered with the Department of Corrections seal; or
  - C. Business casual pants or slacks with dress shoes.
  - D. Cargo or tactical style pants are authorized when approved by the supervisor.
5. Inspector General Supervisors have the authority to allow for deviation from the standard dress code based on the nature of the investigator's assignment. Deviations will be determined on a case by case basis.

### **350.16 DRESS STANDARDS (Training Section)**

Trainers may wear clothing consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work, consistent with this regulation.

1. Non-custody Training Officers are required to wear classroom acceptable clothing:
  - A. Male Training Officers shall wear, at a minimum, dress shirts with a tie, slacks and dress shoes. Long or short sleeve shirts are authorized.
  - B. Female Training Officers shall wear, at a minimum, a dress blouse, slacks and dress shoes.
  - C. On approved designated days, Training Officers will be allowed to wear:
    - (1) Button down shirts purchased with the Department of Corrections seal; and
    - (2) Business casual pants or slacks with dress shoes/boots.
    - (3) Cargo or tactical style pants are only authorized on defensive tactics/range days.
  - D. The Employee Development Manager has the authority to allow for deviation from the standard dress code based on the nature of the Training Officers' assignment. Deviations will be determined on a case by case basis.
2. Custody staff assigned to the Training Section will adhere strictly to the guidelines for Class A and C Uniforms established in this AR.
  - A. On approved days, custody training staff will be allowed to wear Class C - BDUs:
    - (1) During Defensive Tactics. BDU tops may be removed during defensive tactics as long as authorized T-shirts are worn.

(2) During range days.

B. The Employee Development Manager has the authority to allow for deviation from the standard dress code based on the nature of the Training Officers' assignment. Deviations will be determined on a case by case basis.

3. Academy Requirements for Recruits:

A. Class A uniforms or black slacks with a belt, white collared shirts with a pocket on the left side of the shirt.

B. Black polished shoes and black socks.

C. White t-shirt with proper under garments.

D. Gray sweatshirts and sweatpants will be worn during Physical Fitness training and Defensive Tactics training. The Academy Commander may approve T-shirts.

E. BDUs will be worn during Firearms Qualifications.

**350.17 DRESS STANDARDS (Non-Uniformed – Male)**

Non-uniform staff may wear clothing consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work, consistent with this regulation.

1. Male staff is required to wear dress shirts or polo style shirts. Long or short sleeve shirts may be worn. No T-shirts, no logos. No shirt may be worn similar in color to the inmate blue, unless wearing a suit and tie.

2. Male staff will wear business casual wear, Docker style or dress slacks with boots, casual or dress shoes year around.

3. When appearing in court or on outside business for the Department, i.e., legislature, personnel hearing, etc., male staff will be dressed in dress shirt and tie, suit, or dress slacks, dress shoes or boots and a sport jacket, suit coat, blazer or cardigan sweater.

**350.18 DRESS STANDARDS (Non-Uniformed – Female)**

Non-uniform staff may wear clothing consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work, consistent with this regulation.

1. Female staff may wear non-see through dress blouses or shirts. All clothing must be of conservative nature. Tank tops, off the shoulder or spaghetti straps, low cut blouses or sweaters, t-shirts, bare midriffs, etc., are not authorized.

2. Female staff may wear conservative pants and pant-suits. Dresses and skirts will be no shorter than two (2) inches above the knee. Gauchos, skorts, and culottes will be no shorter than two (2) inches above mid-calf. No tight fitting clothing, i.e., spandex, stretch or stirrup type pants. .
3. Females may wear dress shoes, sandals, or boots. Flip-flops/thongs are not authorized.
4. When appearing in Court or on outside business for the Department, i.e., Legislature, Personnel Hearings, Court, etc., dress in pantsuits, dresses, or slacks, skirts and blouses, and appropriate business footwear.

### **350.19 JEANS/BUSINESS CASUAL FRIDAYS**

1. Any staff member working within a secured perimeter of any institution, camp or facility will not wear blue jeans. Jeans other than blue may be worn if appropriate, and will be consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work, and weather conditions as approved by the Wardens of each institution.
2. Business Casual Fridays, where approved, should comply with appropriate clothing items from the following:
  - A. Slacks and casual chinos;
  - B. Neat denim jeans;
  - C. Blouses;
  - D. Polo shirts;
  - E. Athletic footwear; and
  - F. Dress sandals.
3. The following is not authorized for Business Casual Fridays:
  - A. Strapless or spaghetti dresses; tight fitting clothing, i.e., spandex, stretch or stirrup type pants.
  - B. Clothing that reveals the mid-section, or tank tops;
  - C. Jeans that have holes, or are faded and frayed;
  - D. Sheer/see-through clothing, or low-cut/revealing necklines;
  - E. Worn-out sneakers, flip-flops, shower shoes or thongs;

F. Shorts of any kind, or pool/beach attire;

G. Gym wear/sweats, or logo T-shirts.

### **350.20 ETHNIC/RELIGIOUS WEAR**

Non-custody employees may request to wear traditional ethnic and religious clothes that do not violate safety and security mandates for the Department's work environments, or result in an undue hardship. Employees may request to wear required head dress such as Kippa or Yarmulke. Requests should be submitted to the Warden or appropriate non-custody supervisor or management official.

### **350.21 DISABILITY ACCOMMODATION**

Employees may request a reasonable accommodation to the Grooming and Dress Code due to their disability. Request for a Reasonable accommodation must be approved by the Warden.

### **APPLICABILITY**

1. This regulation requires an Operational Procedure for each institution and facility and Support Services.
2. This regulation does not require an audit.

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James Cox, Acting Director

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Date