

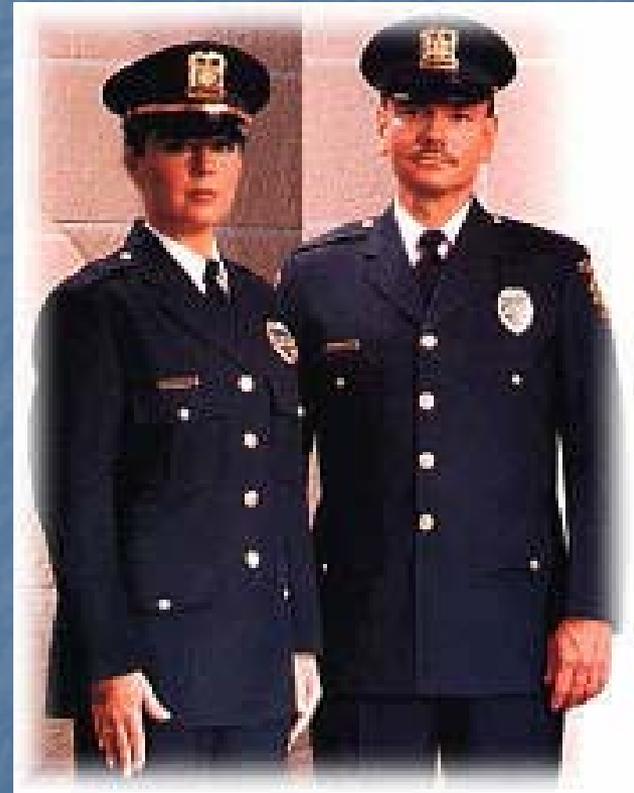
EMPLOYEE GROOMING AND DRESS STANDARDS

How to Dress the Part

Nevada Department
of Corrections

Instructional Goals

- The students should understand the importance of professional appearance
- How their appearance will effect their status in the work place



Instructional Objectives

- Define professionalism in the work place in reference to grooming standards
- Lists the advantages of professionalism
- Complete a written test of five questions pertaining to officer grooming standards, with a passing score of 80% or higher

Authority



- AR 350
- Nevada Revised Statute (NRS) 209.131

Responsibility

“The appointing authorities of the Department of Corrections are responsible to ensure that Department staff complies with this regulation
Employees of the Department of Corrections shall comply with minimum dress and grooming standards
All staff, uniformed and non-uniformed, shall be responsible for compliance with this regulation, and are expected to be neat and clean in their appearance in accordance with this regulation”

-AR 350

Grooming Standards

Uniformed & Non-Uniformed Males

- Hair
- Facial Hair
- Sideburns
- Jewelry
- Tattoos
- Visible
Undergarments

Grooming Standards

Uniformed & Non-Uniformed Females

- Hair
- Cosmetics
- Fingernails
- Jewelry
- Tattoos
- Visible
Undergarments

Dress Standards

Non-Uniformed - Male

- Dress or polo style shirts
- No T-shirts
- No Logos
- Docker style or dress slacks
- Footwear
- Court Appearances

Dress Standards

Non-Uniformed – Female

- Female staff may wear dress blouses or shirts
 - No off the shoulder or spaghetti straps
- Female staff may wear conservative pants
 - No tight fitting clothing, dress length will be no shorter than two (2) inches above the knee

Jeans (Blue)

- Any staff member working within a secured perimeter of any institution, camp, or facility will not wear blue jeans

Badges



- I.D. Badges and their locations
- Officer's Badge
- Wallet Badge



Class "A" Uniform

- Worn by all ranks when manning public post
- Sergeant and above must wear
 - Unless approved otherwise
- Must maintain an approved Class A uniform in good condition as depicted by AR 350

Class "A" Uniform Defined

- Shirt – Tan in color, short and long sleeves may be worn year-round
- T-shirts are required to be worn
 - Must be white, cotton crew neck
- Trousers – Green in color and will be the type distributed by the DOC Uniform Contractor



Class "A" Uniform Cont...



- Tie – same color as trousers, green
 - Are optional with the Class "A" uniforms unless directed otherwise by a supervisor or higher authority
- Trouser Belt – black, basket weave no less than 1 ½ inches in width



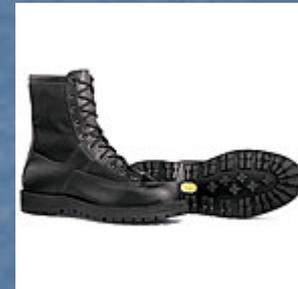
Class "A" Uniform Duty Belt



- **Duty Belt** – Not required, however is authorized if assigned to a post where the duty belt is needed
- Has to be black in color
- Leather, Corfram, or Nylon
- Will not be less than 2 ½ inches in width
- All accessories shall match the duty belt in design and color

Class "A" Uniform Footwear

- Oxford / Chukka – Black, lower cut, lace-up dress shoe
- Quarter Boots – Black, lower cut, lace-up dress boot
- Boots / Lace-up Type – Black, lace-up boot



Class "A" Uniform Insignias / Attachments

- Shoulder Patches
- Name Tags
- Collar Devices
- Diagonal Service Stripes
- Chevrons



Class "C" Uniform Defined



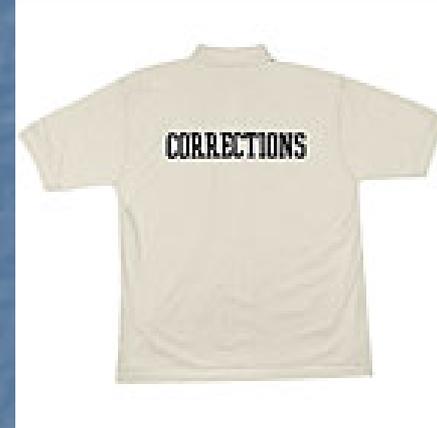
- Shirt – BDU type, Green in color which is supplied by the DOC Uniform contractor
- Trousers – BDU type, Green in color, which is supplied by the DOC Uniform contractor
- Belts – Worn the same as for Class "A" Uniform

Class "B" Uniform Footwear

- Must be the approved boots / lace-up type which is supplied by DOC Uniform Contractor



Class "C" Uniform Summer Option



- From April 1 until October 1, officers may wear an approved polo-type shirt which is distributed by the NDOC Uniform Contractor

Class "C" Uniform Insignia

- Class "C" uniforms must have the NDOC patch on left shoulder, and the American Flag on the right shoulder
- Cloth-sewn type officer badge
- Cloth-sewn type name tag



Class "C" Uniform Duty Belt

- A trouser belt and a duty belt is required to be worn at all times



Class "C" Uniform



- Designated for the Department's Correctional Emergency Response Team

Outer Garments

- Jackets – Winter jackets (nylon), green
- “Tuffy” style
- Silver colored buttons for:
 - C/O trainees
 - C/O's
 - Senior C/O's



Outer Garments

Sweaters

- Sweaters – Forest green, wool, pull over type
- 'V" neck, or cardigan from the NDOC
Uniform contractor only

Outer Garments

Headgear



- Headgear is optional
- Green Utility hat (baseball type cap)
 - May be worn with all types of uniform
- Trooper type winter hat
 - During cold or foul weather
- Winter Headgear
 - Authorized during inclement weather

Prohibitions



- Employees will not wear the Department uniform in any bar, tavern, gambling hall or nightclub, except in the necessary performance of assigned duties

Prohibitions

- Identification cards or badges are not to be used to misrepresent official capacity or authority
- Not authorized to purchase alcoholic beverages while in uniform
- Engaging in activities that might reflect negatively on the Department

Prohibitions

- Incomplete uniform on duty
- Mixing of uniforms
- Wearing uniform for off duty functions
- Qualifications pins or insignias must have specific approval

Professional Appearance

Proper Uniform Maintenance

- Uniforms cleaned and pressed regularly
- Buttons must be affixed properly
- Uniform rips and tears
 - fixed immediately and neatly
- Insignia displayed properly
 - must be approved
- Boots/shoes must be polished and in good condition

Any Questions??