



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
2/3/14

PAGE NUMBER
1 of 7

NUMBER
DOC 870.400

POLICY

TITLE
PERSONAL APPEARANCE/UNIFORM STANDARDS

REVIEW/REVISION HISTORY:

- Effective: 1/29/02
- Revised: 6/3/04
- Revised: 11/13/07
- Revised: 12/26/08
- Revised: 11/29/10
- Revised: 11/1/11
- Revised: 2/15/13
- Revised: 2/3/14

SUMMARY OF REVISION/REVIEW:

- II.E. - Adjusted language for clarification
- VII.B. - Adjusted to designate optional personal items
- VII.C.3. - Added exception for food service/maintenance/recreation employees to wear long sleeve undergarments with short sleeve shirts with Superintendent approval


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

12/30/13

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [Collective Bargaining Agreements](#); [Employee Handbook](#)

POLICY:

- I. The Department will ensure the attire and personal appearance of all employees, contract staff, and volunteers is professional and appropriate for their classification and job duties.
- II. Employees, contract staff, and volunteers are expected to be well groomed and dressed in a professional manner appropriate to their work assignment and safety standards.
- III. Employees, contract staff, volunteers, or visitors may not wear clothing similar to state issued offender clothing, unless specifically authorized by the Captain or higher authority.
- IV. Employees, contract staff, and volunteers will keep in mind that individual actions reflect on the entire Department as they represent the Department in the public view.

DIRECTIVE:

- I. General Requirements
 - A. All employees, contract staff, and volunteers will adhere to the following requirements:
 1. Employees, contract staff, and volunteers will be expected to maintain good personal hygiene and will not report for duty in an unclean condition.
 2. Employee, contract staff, and volunteer appearance will reflect a professional image appropriate for their position.
 3. Hair, beards, sideburns, and mustaches will be neat and clean. Facial hair will not interfere with wearing a protective mask to comply with Occupational Safety and Health Administration (OSHA)/Washington Industrial Safety and Health Act (WISHA) standards.
 4. Light, mild use of cologne or perfume is authorized.
 5. Tattoos that depict violence or gang affiliation, or which could be construed as sexual in nature, must be covered while representing the Department.

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- B. Non-uniformed employees, contract staff, and volunteers will adhere to the following requirements:
1. Clothing will be neat, clean, and in good repair. Clothing must not expose undergarments, cleavage and/or bare chest, or stomach/midriff. Shower shoes, flip flops, shorts, overalls, camouflage clothing, mini skirts or mini dresses (i.e., shorter than 2" above the knee), halter tops, and sheer, see through, mesh, or camisole type tops are not authorized.
 - a. Maintenance employees may wear overalls.
 2. Clothing that depicts violence, gang affiliation, alcohol, or drugs, or which could be construed as sexual in nature, is not authorized.
- C. Uniformed employees will adhere to the following requirements:
1. While dressed in uniform, whether on or off duty, employees are subject to public scrutiny and will not:
 - a. Purchase or drink alcoholic beverages in public,
 - b. Participate in political activities on personal behalf, which includes giving public testimony, unless mutually approved by the Assistant Secretary for Prisons and the appropriate collective bargaining representative, or
 - c. Attend social or athletic events that are not held on Department property and are not officially sponsored by the Department.
 2. Uniform shirts will be buttoned and tucked in at all times. Only the top button may be left unbuttoned.
- II. Uniform Management
- A. All uniformed employees are required to wear the issued uniform while carrying out their duties at the facility.
 - B. Uniforms will be worn in their entirety and will not be worn with non-uniform elements.
 - C. Cleaning of issued uniforms will be provided by the facility. Management will not incur the cost if an employee who chooses to launder his/her uniform at a different location. Uniforms will be clean, pressed, and in good repair.




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- D. Uniforms will not be taken to or stored at an employee’s assigned work area. The Appointing Authority will identify uniform storage areas.
- E. Pins (e.g., union, service, quality) may be worn on the identification card holder, but will not interfere with the security of the badge. Pins and/or union buttons may be worn on the uniform jacket and on the shirt above the right side pocket. The Assistant Secretary for Prisons may prohibit any pin or button that may present a risk to facility security or safety.
- F. Facilities will supply gender specific sizes for all uniformed employees.
 - 1. Uniformed employees requesting maternity uniforms will be issued maternity shirts and paneled maternity pants.
- G. Employees terminating employment with the Department will be required to return their uniforms and uniform components to the point of issue. Facilities may re-issue items that are in good condition and serviceable.
- H. Employees transferring to other facilities within the Department may take their assigned uniforms and Personal Protective Equipment (PPE) with them.
- I. Facility specific logos are not authorized on uniform shirts, jackets, or hats.

III. Custody Uniform Issue

- A. Standard dark blue uniform issue for custody employees (i.e., Captain, Lieutenant, Sergeant, Correctional Officer) is:
 - 1. 4 pairs of Battle Dress Uniform (BDU) style pants,
 - 2. 4 BDU style shirts, any combination of long/short sleeve,
 - 3. One baseball cap,
 - 4. One stocking hat,
 - 5. One 4-in-1 style jacket for winter/summer use, and
 - 6. One pair of foul weather pants, as determined by post assignment.
- B. Custody employees qualified to participate in fire crew duties/extended assignments off facility grounds will be issued 3 dark blue polo shirts and a dark blue hooded sweatshirt.
 - 1. Emblems will be limited to:
 - a. “Corrections” screen printed across the back,
 - b. A badge screen printed over the upper left chest area, and
 - c. “STAFF” screen printed over the upper right chest area.

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C. Authorized uniform issue for Canine Handlers is:

1. 5 pairs of black BDU style pants,
2. 5 black polo shirts with badge,
3. 2 black baseball caps,
4. 2 pairs black boots,
5. One "Hidden Agenda" lightweight jacket,
6. One set of foul weather gear, appropriate to regional needs,
7. One standard issue custody shirt,
8. One pair of standard issue custody pants, and
9. One ballistic vest.

D. Emblems will be limited to:

1. Shirt - 2 1/2" x 3 3/8" American flag emblem sewn on the right sleeve approximately 1" below the shoulder seam, and Department of Corrections (DOC) emblem sewn on the left sleeve approximately 1" below the shoulder seam.
2. Inner Jacket - badge patch sewn on the upper left chest area.
3. Outer Jacket - same emblems as the shirt, attached in the same fashion.
4. Baseball cap - approved DOC logo sewn on the front center.

E. Rank Insignia

1. The Captain, Lieutenant, and Sergeant will wear gold rank designation pins on both the uniform shirt collar and the jacket.

IV. Food Service Uniform Issue

A. Standard uniform issue for food service employees is:

1. 3 pairs of dark blue pants,
2. 3 white shirts,
3. One lightweight jacket,
4. One heavyweight jacket, and
5. One baseball cap.

B. White smocks will be stocked on site for use.

C. Emblems will be limited to:



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1. Shirt - DOC logo screen printed on the upper left chest area, and "Food Service staff" screen printed on the upper right chest area.
2. Jackets - same emblems as the custody uniform shirt.
3. Smock - "Food Service staff" screen printed on the upper left chest area.

V. Maintenance Uniform Issue

A. Standard uniform issue for maintenance employees is:

1. One jacket, with same emblems as custody uniform shirt, and
2. One baseball cap, with DOC logo sewn on the center front.

VI. Recreation Uniform Issue

A. Standard uniform issue for recreation employees is:

1. One jacket, with same emblems as the custody uniform shirt,
2. One baseball cap, with DOC logo sewn on the center front, and
3. 3 dark blue polo shirts, with DOC logo screen printed on the upper right chest area.


VII. Personal Items Worn with Uniforms

A. Custody employees are required to wear the following:

1. Shoes/Boots - all black in color, with closed heel and toe.
2. Socks - dark in color, unless the wearing would cause or aggravate a documented medical condition.
3. Undergarments - dark in color if visible under uniform, unless the wearing would cause or aggravate a documented medical condition. Long sleeve undergarments will not be worn with a short sleeve shirt.
4. Belt - dark in color, unless the wearing would cause or aggravate a documented medical condition. Belt buckle will be plain with no graphics or design other than the DOC logo, unless the Superintendent approves an exception denoting facility.

B. Custody employees may also wear the following:

1. Sweater - must not extend below jacket or be worn as an outer garment.
2. Gloves - must be dark in color and cover the entire hand and fingers.

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- C. Food service, maintenance, and recreation employees are required to wear the following:
1. Shoes/Boots - dark in color, with closed heel and toe.
 2. Socks - dark in color, unless the wearing would cause or aggravate a documented medical condition.
 3. Undergarments - long sleeve undergarments will not be worn with a short sleeve shirt, except where authorized by the Superintendent.
 4. Belt - dark in color, unless the wearing would cause or aggravate a documented medical condition. Belt buckle will be plain with no graphics or design other than the DOC logo, unless the Superintendent approves an exception denoting facility.

VIII. Wearing of Uniforms Off Duty

- A. All uniformed employees will be authorized to wear uniforms off duty only while commuting to and from work.
- B. Employees will not participate in leisure activities of any nature (e.g., sporting events, alcohol consumption) while wearing any part of the uniform.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None