

ORDERING GUIDE AND REQUIREMENTS FOR DRESS UNIFORMS

Required items that must be purchased through approved vendor:

- Jacket with appropriate rank per the Dress Uniform Specifications (Attachment 1)
- Trouser/Skirt
- Tie
- Sleeve striping per the Dress Uniform Specifications (Attachment 1)
- Service stars per the Dress Uniform Specifications (Attachment 1)
- Name tag

Additional items required for Class B Dress Uniforms (i.e., high temperature location/event Dress Uniform):

- Dress shirt with epaulets, left breast badge holder, and sewn on patches
- Dress shirt collar rank (i.e., smaller in size than jacket rank)

Employees will provide the following to the approved vendor during fitting appointment:

- ✓ 2 new, color DOC shoulder patches from Correctional Industries or local warehouse - additional 2 patches if ordering Class B Dress Uniform
- ✓ Current rank - if unsure, verify with supervisor
- ✓ Years of service, rounded up if within 90 days of a new year

Required items that may be purchased through any vendor and can include personal items already obtained:

- Dress shirt - white button-up, long sleeve, with collar that does not button down
- Men's dress shoes - black, patent leather, high gloss, black laces
or
Women's dress shoes/pumps - black, patent leather, high gloss, black laces or 2" heel maximum, as applicable
- Trouser belt - black, leather
- Men's socks - navy or black
or
Women's socks/nylons - socks navy or black, nylons navy or nude
- Undergarments - appropriate in color to minimize visibility under uniform
- Badge, if applicable
- DOC shoulder patches - from Correctional Industries or local warehouse

Optional items that must be purchased through approved vendor, if worn:

- Dress uniform hat and emblem
- Service ribbon slide bars, as needed
- Service ribbons per Attachment 3

Optional items may be purchased through any vendor and can include personal items already obtained:

- Overcoat/raincoat - navy or black
- Gloves - navy or black
- Union pin - no larger than $\frac{3}{4}$ " in diameter