



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
P.O. Box 41100 • Olympia, Washington 98504-1100

October 26, 2023

TO: All Superintendents  
Food Service Staff

FROM: Don Holbrook, Assistant Secretary [Signature on file]  
Men's Prisons Division

Jeannie Darneille, Assistant Secretary [Signature on file]  
Women's Prisons Division

**SUBJECT: Polo shirts for Food Service Staff**

Effective immediately, the Department will be ordering light blue polo shirts for all Food Service Staff within facility kitchens. We are working with Correctional Industries to attain correct sizes and count per facility allowing for each Food Service Staff to receive (1) polo shirt. After you receive the polo shirt, you will then have the option to order additional polos if you choose to have more than one. Per DOC Policy 870.400, standard uniform issue for food service employees is:

1. 3 pairs of dark blue pants,
2. **3 light blue shirts (Polo or BDU button up shirt)**
3. One 3 in1 layered jacket, and
4. One baseball cap.

Staff representing the Department of Corrections must have a professional appearance which promotes the professional image of the Department. Uniforms in the workplace promote a sense of commonality and belonging.

Thank you for your continued cooperation and support.

DH:cp

cc: Eric Jackson, Deputy Assistant Secretary  
James Key, Deputy Assistant Secretary  
Jeff Uttecht, Deputy Assistant Secretary  
Jo Wofford, Deputy Assistant Secretary  
Jamie Dolan, Director of Correctional Industries  
Todd Cunningham, Deputy Director of Correctional Industries