

ORDERING GUIDE AND REQUIREMENTS FOR DRESS UNIFORMS

Required items that must be purchased through an approved vendor:

- ☐ Jacket with epaulets and appropriate rank per the Dress Uniform Specifications (Attachment 1)
- ☐ Trouser/Skirt
- ☐ Tie
- ☐ Sleeve striping per Attachment 1
- ☐ Service stars per 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 3/4" in diameter