



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
7/7/25

PAGE NUMBER
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NUMBER
DOC 870.400

POLICY

TITLE
PERSONAL APPEARANCE/UNIFORM STANDARDS

REVIEW/REVISION HISTORY:

Effective: 1/29/02
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 Revised: 2/15/13
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 Revised: 7/7/25

SUMMARY OF REVISION/REVIEW:

Major changes to include updated uniform and personal clothing requirements. Read carefully!


APPROVED:

Signature on file

TIM LANG, Secretary
 Department of Corrections

6/2/25

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 296-842-18005](#); DOC 890.090 Respirator Program; [Collective Bargaining Agreements](#)

POLICY:

- I. Employees, contract staff, and volunteers will keep in mind that their actions reflect on the entire Department as they represent the Department in the public view and are expected to dress and be groomed in a manner that is professional and appropriate for their classification, work assignment, safety standards, and job duties.
- II. Employees, contract staff, volunteers, and visitors are advised not to wear clothing that is similar to clothing issued to incarcerated individuals unless specifically authorized by the Captain or higher authority.

DIRECTIVE:

- I. General Requirements
 - A. All employees, contract staff, and volunteers will adhere to the following requirements:
 1. Appearance will reflect a professional image appropriate for their position.
 2. Maintain good personal hygiene and will not report for duty in an unclean condition.
 3. Clothing will be neat, clean, and in good repair. Clothing must not have rips/tears or expose the undergarments, cleavage, backside, bare chest, or stomach/midriff.
 4. Hairstyles and facial hair will not interfere with respirator fit, form, or function per DOC 890.090 Respirator Program.
 5. May use light, mild cologne/perfume or scented lotion.
 6. Tattoos that depict violence, gang affiliation, racial/discriminatory/sexual images or language, or which could be construed as discriminatory or sexual in nature, must be covered while representing the Department.
 - B. Non-uniformed employees, contract staff, and volunteers will not wear the following:
 1. Shower shoes

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2. Open toe or open heel shoes (e.g., flip flops)
3. Heels greater than 3"
4. Shorts
5. Camouflage clothing
6. Miniskirts or dresses that do not reach the top of the knee
7. Halter tops
8. Sheer, see-through, mesh, or camisole-type tops
9. Overalls, unless working in Maintenance
 - a. Maintenance employees should avoid overalls that contain acetate, nylon, polyester, or rayon
10. Clothing that depicts racial, sexual, or discriminatory images or language, violence, gang affiliation, alcohol, drugs, or political affiliation

C. Uniformed employees will adhere to the following requirements:

1. On or off duty employees wearing their uniform are subject to public scrutiny and will not:
 - a. Purchase or drink alcoholic beverages in public.
 - b. Participate in political activities on their personal behalf (e.g., giving public testimony) unless approved by the appropriate Assistant Secretary for Prisons and the appropriate collective bargaining representative.
 - c. Participate in leisure/social activities or attend or participate in athletic events that are not held on Department property and are not officially sponsored by the Department.

D. Pins (e.g., union, service) may be worn on the identification card holder but will not interfere with the security of the card. Pins and/or union buttons may be worn on the uniform jacket and on the shirt above the right-side pocket.

1. The Assistant Secretary for Prisons may prohibit any pin or button that may present a risk to/conflict with facility security or safety.

II. Issued/Authorized Uniform Requirements

- A. Employees are required to wear the issued uniform at the facility and while carrying out their duties in the community (e.g., escort, hospital watch, supervising work crew). Uniforms may only be worn off duty while commuting to and from work.



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1. Polo shirts and jumpsuits may only be worn by custody employees in the community when they are working overtime and conducting a transfer.
2. Employees requesting maternity uniforms will be issued maternity shirts and paneled maternity pants.

B. Uniforms will be pressed before wearing and worn in their entirety. Uniforms will not be worn with unauthorized elements.

C. The shirt front and sleeves will be buttoned and tucked in at all times unless an employee is wearing a maternity uniform. Only the top button of the shirt may be left unbuttoned.

D. Facilities will provide laundering for issued uniforms. The Department will not pay for/reimburse an employee who chooses to launder a uniform at a different location.

1. Authorized, personal clothing (e.g., jumpsuit, boonie hat) will be maintained and laundered by the employee.

E. Uniforms will not be taken to or stored at an employee's assigned work area. The Appointing Authority will identify uniform storage areas.

F. Facility specific logos are not authorized on uniform polo shirts, jumpsuits, jackets, or boonie hats.


G. Employees leaving employment with the Department must return their uniforms and uniform components to the point of issue. Facilities may reissue 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 with them.

III. Issued Custody Uniforms

A. The following standard dark blue uniform and garments will be issued for custody employees (i.e., Captains, Lieutenants, Sergeants, and Correctional Officers):

1. 4 pairs of Battle Dress Uniform (BDU) style pants
2. 4 BDU style shirts, any combination of traditional long/short sleeve shirt or polo, at least one being a traditional BDU style shirt
3. One baseball cap with DOC logo sewn on the center front
4. One stocking hat
5. One 3-in-1 jacket
6. One set of extreme weather gear, as determined by post assignment

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7. Two name tags

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.

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 with DOC logo sewn on the center front
4. 2 pairs black boots
5. One "Hidden Agenda" lightweight jacket
6. One set of extreme weather gear, appropriate to regional needs
7. One standard issue custody shirt
8. One pair of standard issue custody pants
9. One ballistic vest

D. Emblems will be limited to:

1. Shirt and inner/outer jacket: 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
 - a. Service stripes: 5 year increments will be sewn on the right long sleeve shirt starting at the top of the cuff
2. Baseball cap with DOC logo sewn on the center front

E. Rank Insignia

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

IV. Issued Food Service Uniforms

A. Standard uniform issue for food service employees is:



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1. 3 pairs of dark blue pants
 2. 4 BDU style shirts, any combination of traditional long/short sleeve shirt or polo
 3. One 3-in-1 jacket
 4. One baseball cap with DOC logo sewn on the center front
- B. White smocks will be stocked onsite for use.
- C. Emblems will be limited to:
1. Shirt: DOC logo embroidered on the upper left chest area, and "Food Service staff" embroidered on the upper right chest area
 2. Jackets: DOC logo and flag
 3. Smock: "Food Service staff" embroidered on the upper left chest area
 4. Baseball cap: DOC logo sewn on the center front
- V. Issued Maintenance Uniforms
- A. Standard uniform issue for maintenance employees is:
1. One 3-in-1 jacket with DOC logo and flag
 2. One baseball cap with DOC logo sewn on the center front
- VI. Issued Recreation Uniforms
- A. Standard uniform issue for recreation employees is:
1. One 3-in-1 jacket with DOC logo and flag
 2. One baseball cap with DOC logo sewn on the center front
 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; worn laced, zipped up, or secured with Velcro
 2. Socks: black or navy blue unless wearing would cause or aggravate a documented medical condition
 3. Undergarments: black or navy blue if visible under uniform unless the wearing would cause or aggravate a documented medical condition



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- a. Long sleeve undergarments will not be worn with a short sleeve shirt
4. Belt/suspenders: black or navy blue and 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/sweatshirt: all black or navy blue and will not extend below jacket or worn as an outer garment
 - a. Hooded sweatshirts must be a zip-up style
 2. Gloves: black or navy blue and must cover the entire hand and fingers
- 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
 4. Belt/suspenders: dark in color and plain with no graphics or design other than the DOC logo unless the Superintendent approves an exception denoting facility
- D. The following may be purchased by employees from the Department-approved vendor:
 1. Custody employees, including canine handlers:
 - a. 2 jumpsuits
 - b. 2 boonie hats
 - c. 2 beanie hats made from natural fibers
 - d. Formal sweater
 - e. Bibbed cold weather gear
 - f. 2 pieces of rain gear
 2. Recreation and Maintenance employees:



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- a. One boonie hat
- b. One beanie hat made from natural fibers
- c. Bibbed cold weather gear
- d. 2 pieces of rain gear

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None