



ADMINISTRATIVE REGULATIONS

STATE OF ARKANSAS

BOARD OF CORRECTIONS

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SUBJECT: Uniformed Personnel Grooming and Attire Standards for Security and Non-Security Employees

I. AUTHORITY:

The Board of Corrections is vested with the authority to promulgate this administrative regulation by Ark. Code Ann. § 12-27-105

II. APPLICABILITY:

All employees of the Arkansas Department of Correction.

II. POLICY:

A. _____ The Department shall establish and ~~monitor~~ maintain standards for employees' grooming and attire ~~dress~~ to reflect an appearance commensurate with their ~~that~~ position employee's position in a professional correctional organization. These standards shall ensure that employees present a neat, clean, professional appearance while on duty ~~and; and~~ and to establish procedures for issuance and maintenance of uniforms.

II. EXPLANATION:

B. _____ The uniforms issued to security employees shall be worn only while on duty and to and from work. Exceptions can be made by the ~~Director~~ Unit Warden/Center Supervisor/ Administrator when the for employees is serving on a special assignment or while attending a pre-approved public or non-agency event.

C. _____ The ~~Unit Warden/Center Supervisor/Administrator~~ Director has the authority to determine the grooming and attire standards for non-security employees, to include which non-security personnel employees will wear a uniform while on duty.

D. _____ The Director shall issue the necessary directive(s) to implement this policy

~~A. All personnel shall present a neat and clean appearance.~~

A. Supervisors are to inspect their staff at the beginning of each shift for adherence to the provisions of this regulation.

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~~B. Correctional Officer Uniforms:~~

~~1. Each security employee shall be issued a maximum of three (3) uniforms during pre-service training at the Training Academy and will be supplied with replacement uniforms at the Central Warehouse.~~

~~2. Employees will not be permitted to make unauthorized alterations on uniforms. The Central Warehouse Supervisor is to be contacted regarding alterations.~~

~~3. Correctional Officers shall wear state issued blue uniform shirts and navy blue trousers. Tee shirts must be white if visible and will be purchased by the employee. The outside security force may be issued one (1) summer hat, one (1) winter hat and one (1) coat.~~

~~Items required to complete the uniform and to be purchased by the employee or approved items that are in B.3., if not provided by the ADC:~~

~~a. Dark blue or black socks.~~

~~b. Plain black leather belt.~~

~~c. The inside security force shall wear shined plain black shoes/boots with closed toe and heel. Boots shall be plain toe Wellington type with a walking heel. The outside security force shall wear shined black plain toe Wellington type boot or plain toe black cowboy boots with either a walking or riding heel. Maximum heel height is 2". Taps are not allowed.~~

~~4. Employees will contact the Unit Personnel and Training Officer regarding the purchase of Department approved ADC caps. The Unit Warden/Center Supervisor/Administrator will determine the required wearing of the caps.~~

~~5. Additional uniforms and coats may be purchased by security employees if the uniform/coat is of the same type and design as the state issued uniform/coat, as approved by the Unit Warden/Center Supervisor/Administrator.~~

~~6. All Correctional Officers shall be required to wear pants legs outside the boots. Officers shall wear shirt tails inside trousers, except in instances of pregnancy. Officers may neatly roll long sleeves up above elbow after the authorization of straw hats and until felt hats are authorized by the Warden. When the sleeves are not rolled up they shall be buttoned down.~~

~~7. The Unit Warden/Center Supervisor/Administrator may authorize officers to wear state issued paraphernalia on belts as necessary, i.e., ammunition, holsters, handcuffs, night sticks, flashlights and mace.~~

~~C. Other Authorized Uniformed Personnel:~~

~~1. Other uniformed personnel as authorized by the Director shall be issued three (3) uniforms during pre-service training at the Training Academy and will be supplied with~~

replacement uniforms at the Central Warehouse. Employees will not be permitted to make unauthorized alterations to uniforms. The Central Warehouse Supervisor is to be contacted regarding alterations.

2. Food Service and Training Academy employees may be authorized the use of white shirts and navy blue pants. Female food service employees may be issued navy blue skirts and/or blue pants. Dark blue or black socks, stockings, plain black belt and plain toe black shoes/boots as described in B.3.c. are required to complete the uniform and are to be purchased by the employee.

3. Food Service and Training Academy employees shall be required to wear pants outside the boot. They shall wear shirt tails inside trousers, except in instances of pregnancy.

4. Hospital security employees may be authorized to wear special uniforms as prescribed by the Administrator of Medical Services, as authorized by the Director.

D. Uniform Issuance:

The Central Warehouse Supervisor, the Unit Personnel Officer and the Business Division are responsible for maintaining a method of accounting for all uniforms.

1. Every employee shall be given a statement to sign at the time of issue which indicates that the employee: has received all items as indicated on the employee's uniform card; agrees to be responsible for the safekeeping of items; agrees to return all items at the time of resignation/termination of employment and agrees to pay the replacement cost for any lost or destroyed items when such loss or destruction occurs through negligence of the employee as determined by the Unit Warden/Center Supervisor/Administrator.

2. When replacement uniforms are needed, the old uniform items must be laundered and taken to the Central Warehouse, along with the ADC ID card. The Central Warehouse Supervisor will record the proper transaction on the officer's uniform card.

E. Placement of Insignia:

Only the items listed below may be worn or displayed on the uniform.

1. The name tag shall be 3/4" in height, blue with white letters, include two (2) initials and last name. It shall be worn centered on the top edge of the right shirt pocket. These name tags will be ordered by the Training Academy Administrator from the Correctional Industries stock only and distributed to appropriate units/centers if officers are already assigned.

2. Sergeants, Lieutenants and Captains shall wear silver-colored insignia on both collars. Majors shall wear gold-colored insignia on both collars. The SWAT team will wear rank insignia on the right collar and the SWAT insignia on the left collar. Rank insignia shall be state issued, constructed of metal and will be as follows:

Sergeant: Silver Three small Chevrons

Lieutenant: Silver One bar, 1/4" wide and 3/4" long
Captain: Silver Two parallel bars, 1/4" wide and 3/4" long
Major: Gold Small oak leaf

Same rank insignia will be worn on caps.

The Unit Personnel Officer will be responsible for the ordering of rank insignia. (For proper placement of insignia, refer to page 7.)

3. The ADC insignia patch will be worn by all uniformed staff. The patch shall be worn on the left sleeve on both shirts and jackets. It shall be centered 2" below the shoulder/sleeve seam. (For proper placement of insignia, refer to page 7.)

4. Service bars and stars will be worn in place of service pins at the employee's expense. The service bars will be silver in color on background of blue material to match the epaulet on the shirt and will 7/16" x 1" in size, to be placed 1/4" apart on the left shirt sleeve. Each officer will wear one bar for each year of service completed and may wear a service bar for the year of service in which he/she is working. Hence, an officer with over two years of service, and not yet completed three years, could wear three service bars. When an officer is eligible to wear more than four bars, he/she will omit the bars and use a five point star denoting five years of service. At no time should an officer have more than four bars on the sleeve.

The service stars will be the same color as the bars and placed 1/2" apart. The size of the stars will be 3/4" from the top of one point of the star to the opposite tip. The service stars will be sewn on the left sleeve immediately to the right of the crease in the sleeve and 1" from the top of the cuff. The single point of the star will be pointed upward. If no stars are used, the bars will be sewn in the same manner. If stars are used, then bars will be sewn above the stars.

5. When an identification card is required to be displayed, it shall be centered and clipped to the left pocket flap of the shirt with the picture displayed.

6. Before any other insignia or articles can be worn on the uniform, written approval from the Director must be received.

F. Accountability:

The employee will be held responsible for all uniform items and other state property issued and will keep all garments cleaned and in good condition.

If the employee cannot satisfactorily account for any items of state property which have been issued, the Unit Warden/Center Supervisor/Administrator will take the following action:

1. Notify the employee that he/she must make immediate payment at the cost computed by the Business Division of the items in the form of a money order payable to the Department of Correction, the last unit of assignment.

~~2. Sufficient funds will be withheld from the employee's paycheck to cover the computed cost (current value) of the unaccounted state property.~~

~~G. Hair Requirements:~~

~~1. Male officers must adhere to the hair portion of this policy when in uniform. Each uniformed employee shall keep his face clean shaven and his sideburns neatly trimmed, no wider than 1" and the same width to the bottom of the earlobe. Neatly trimmed mustaches not extending below the corner of the mouth nor extending below the top of the upper lip will be permitted. Hair shall be trimmed and properly groomed so that it does not extend over the top of the ears or the collar. The hair should be kept clean, neat and styled so as to present a professional appearance. Extreme hairstyles such as flat tops, cornrows, mohawks, etc., will not be allowed.~~

~~2. Female correctional officers must adhere to the hair portion of this policy when in uniform. The hair should be kept clean, neat and styled so as to present a professional appearance. Long hair shall be arranged in a neat and tidy fashion so that it does not extend over the collar. Extreme hairstyles such as bouffants, ponytails, cornrows, etc., will not be allowed.~~

~~H. Resignation/Termination of Employment:~~

~~1. The terminated employee will be responsible for returning all uniforms to the Central Warehouse where the employee will receive a receipt for the returned items. The terminated employee must present the completed receipt to the Central Payroll Office before the final paycheck is issued.~~

