DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

Program Manual

OPI: DIR
Number: 3360.2C
Date: August 1, 2004
Subject: Employee Attire

1. **PURPOSE AND SCOPE.** To provide a consistent standard of attire for all uniformed and non-uniformed employees within the DC Department of Corrections (DOC).

2. **POLICY.** All DOC employees shall present a professional appearance in dress and grooming that is appropriate for the workstation and job function.

3. **APPLICABILITY.** This directive applies to all DOC employees, contract employees, volunteers and other individuals who perform services in the DOC.

4. **PROGRAM OBJECTIVES.** The expected results of this program are:

   a. Individuals who perform work in DOC shall adhere to established DOC standards regarding work attire.

   b. Supervisors at all levels are responsible for ensuring day-to-day compliance with this Program Statement.

5. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (act) the District of Columbia does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment in the form of sex discrimination is also prohibited by the act. Discrimination in violation of the act will not be tolerated. Violators will be subject to disciplinary action.

6. **DIRECTIVES AFFECTED**

   a. **Directives Rescinded**

      DO 3360.2B Employee Appearance and Attire (4/14/94)

   a. **Directives Referenced**

      1) DO 3360.5 Uniform and Insignia (7/15/83)

      2) DO 3360.6 Employee Uniform Clothing Issue and Replacement (9/18/92)

      3) PS 3370.1A Employee Identification Card (3/9/01)

7. **AUTHORITY**

   a. D.C. Code § 24-211.02 Powers; Promulgation of Rules (Formerly §24-442)

   b. Collective Bargaining Agreement between the DC Department of Corrections and the Fraternal Order of Police, Department of Corrections Labor Committee, effective 12/19/02 through 9/30/2005.

8. **STANDARDS REFERENCED**. None.

9. **POLICY IMPLEMENTATION**

   a. Supervisory staff and managers shall ensure that all employees under their purview are issued and sign for a copy of the DOC employee attire policy.

   b. Supervisory staff and managers shall ensure that the original receipt acknowledgement shall be forwarded to the Human Resource Management `Division (HRMD) where it shall be filed. Copies may be maintained in facility files.

   c. Supervisors shall also send by certified mail a copy of this policy to any employee in a leave status at the time of the issuance of this policy.

   d. The Human Resource Management Division shall ensure that all newly hired employees, contract employees and volunteers are issued and sign for a copy of the DOC employee attire policy, prior to the receipt of their departmental issued identification badges.

   e. The Deputy Director and the Warden shall ensure that this Program Statement is posted at all entrances and exits, employee bulletin boards, and staff/service delivery entrances.

10. **TRAINING**. The Training Administrator shall ensure that a statement regarding the significance of the newly hired employee's adherence to the DOC employee attire policy is incorporated into the orientation-training module.

Odie Washington
Director

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CHAPTER 1

GENERAL

1. **DEFINITIONS.** For the purpose of this Program Statement, the following definitions apply:

   a. **Non-uniformed Employees.** Employees who are not issued uniforms nor required to wear uniforms while in the performance of their duties.

   b. **Uniformed Employees.** Employees who are issued uniforms and required to wear these uniforms while in the performance of their duties.

   c. **Official Duty Uniform**

      1) **Correctional Officer Uniform** -The correctional officer's uniform, complete with badge, patch, insignia and accessories described in the Collective Bargaining Agreement, Article 16 and D.O. 3360.5, "Uniform and Insignia", (7/15/84).

      2) **Utility Uniform** - The khaki uniform issued to wage employees and other employees assigned to jobs requiring these uniforms described in the Collective Bargaining Agreement, Article 16 and D.O. 3360.5, "Uniform and Insignia", (7/15/84).

2. **RESPONSIBILITIES**

   a. **Deputy Director.** The Deputy Director shall ensure that:

      1) Sufficient funds are budgeted annually for purchase of uniform items listed in the Collective Bargaining Agreement.

      2) An adequate supply of all required uniform items is maintained and available for issue at all times.

   b. **Warden/Administrators/Office Chiefs/Supervisors.** The Warden, Administrators, Office Chiefs and Supervisors shall ensure that:

      1) Roll call inspections of correctional officers for adherence to the requirements of this policy are conducted.

      2) Non-uniformed staff are monitored for adherence to the requirements of this policy.

      3) Appropriate corrective action is taken when employees fail to adhere to the requirements of this directive.

3. **PROCEDURES**

a. **Staff Entrance**

1) When an employee is wearing attire that is significantly in non-compliance with this directive, they shall not be allowed admittance into the facility.

2) The Staff Entrance OIC shall in this instance contact both the employee's immediate supervisor or designee and the Shift Commander for assistance.

3) The employee's immediate supervisor shall make the final decision regarding the appropriateness of questionable attire in accordance with this directive.

4) The highest ranking official on duty shall make the final decision on the weekends and holidays.

5) If the supervisor or highest ranking official on duty determines that the attire is in violation of this directive, the employee shall be required to leave the work site at his/her own expense and on their own time to change clothing.

b. **Non-Institutional Personnel**

1) The employee's immediate supervisor shall make the decision regarding the appropriateness of questionable attire in accordance with this directive.

2) If the supervisor determines that the attire is in violation of this directive, the employee shall be required to leave the work site at his/her own expense and on his or her own time to change clothing.

c. **Correctional Officers.** Correctional Officers shall:

1) Wear the approved duty uniform while performing official duties;

2) Not wear the uniform when off duty except when traveling to and from work; and

3) Maintain security and accountability of uniforms, badges, patches, insignia and other controlled/sensitive items.

d. **All Employees.** All DOC employees shall adhere to the requirements of this directive and project a professional image while on duty.

4. **REQUIREMENTS FOR ALL EMPLOYEES**

a. **Personal Hygiene.** Each employee's style or manner of dress or personal grooming shall not present a danger to the health, welfare, or safety of any individual.

b. **Nametags or ID**

1) Uniformed employees shall wear nametags in compliance with this directive.

2) All employees shall prominently display their Department ID card at all times when on duty.

c. **Prohibited Clothing.** All staff are prohibited from wearing:

1) Clothing that is excessively worn, damaged or stained, including deliberate damage.

2) Clothing that displays offensive or obscene material; material expressing or advocating a political opinion or cause; clothing that advertises a specific product, business or service; or sports team apparel, for example, football or basketball game jerseys.

3) Sweatshirts, sweatpants, or other athletic clothing unless required by position description, i.e., Recreation Specialist.

4) T-shirts worn, as outer garments shall not be permitted unless approved by the Warden, Administrator or Office Chief.

5) Form-fitting or clinging clothing of any type, i.e., Spandex/Lycra outfits, latex leggings and body stockings.

6) Shorts.

7) Sheer and see-through clothing.

8) Necklines that plunge or are revealing either in front or back.

9) Midriff tops that expose the torso, between the abdomen and the chest.

10) Sleeveless tops that expose underclothing.

11) Tank, halter, or tube tops.

12) Off the shoulder sweaters, blouses, or tops.

13) Dresses or tops with spaghetti straps.

14) Backless and strapless dresses.

15) Skirts shorter than three (3) inches above the knee.

16) Skirts, dresses and pants with slits that exceed mid-thigh length.

17) Pants or skirts that expose the backside or hind part of the body while sitting and/or standing.

d. **Exceptions to Prohibited Wear**. When the supervisor authorizes appropriate casual clothing because staff are involved in cleaning, boxing records and other special projects, which make the wearing of business attire impractical.

e. **Jewelry**

1) While on duty, on location at a Department facility or while dressed in a DOC uniform, employees, contractors, volunteers or interns are prohibited from wearing any object inserted into an exposed body part that has been pierced, except earrings. Examples include the tongue, nose, lips, eyebrow(s), and etc. Objects include, but are not limited to jewelry, posts, string, straw or toothpick material.

2) Employees may wear earrings as specifically authorized in this directive.

3) Any other jewelry that detracts from the overall professionalism, interferes with required Personal Protective Equipment or poses a safety hazard is not permitted.

f. **Hair**

1) **Males**

a) Hair shall be kept clean, neatly trimmed and groomed.

b) Moustache, beards and sideburns are permissible, however each must be neatly trimmed at all times.

2) **Females**

a) Hair shall be kept neat, clean and groomed.

b) Hair shall be worn in a style that is appropriate to the particular assignment and consistent with this directive.

g. **Fingernails.** Fingernails shall not exceed 1/2 inch in length from the tip of the finger.

h. **Makeup**

1) Female employees may wear facial and eye makeup that is neatly and moderately applied and appropriate for their particular assignment.

2) Colognes, perfume and body oils shall be used in moderation.

CHAPTER 2

UNIFORMED OFFICERS

1. UNIFORMED OFFICERS - GENERAL REQUIREMENTS

a. **Regulation Uniform.** All uniformed staff in the Correctional Officer ranks, regardless of work locations or job assignments, shall report to work in the official duty uniform.

b. **Correctional Officers assigned to non-correctional posts.** Managers of uniformed staff who are assigned to non-correctional posts must first make written requests for exception, addressing it through the chain of command to the Deputy Director.

c. **Universal Requirements.** Uniforms shall be worn as follows:

1) The uniform shall be worn in its entirety. Uniform components shall not be worn separately.

2) Uniforms shall be clean, well fitted, in good condition, and devoid of stains or patched areas.

3) Uniforms shall fit properly, without undue bagginess or tightness in the trousers or shirt.

4) All buttons shall be secured, with no unsightly bulging of buttonholes.

5) Shoes or boots shall be kept shined.

6) Supervisors shall wear white shirts.

7) Correctional officers shall wear gray shirts.

8) Uniformed and Specialty Uniformed Personnel shall only wear conventional sunglasses that are conservatively styled and do not have mirrored and/or reflective lenses.

2. MALE CORRECTIONAL OFFICERS.

In addition to the above general requirements, male officers shall conform to the following standards.

a. **Shirt**

1) The appropriate seasonal shirt shall be worn.

2) Officers may wear the collar open when wearing the short sleeve uniform shirt.

3) The only exposed garment under the shirt shall be a plain white undershirt.

3) Long sleeved winter uniform shirts shall only be worn with the sleeves down, the cuffs buttoned and a tie.

b. **Tie.** A plain, dark blue or black clip on necktie shall be worn, unless otherwise directed. A tie clasp or tiepin may be worn with the tie.

c. **Trousers**

1) Navy blue uniform trousers shall be worn.

2) Trouser length shall be approximately one inch above the floor when standing in shoes and from one to two inches above the floor when standing in boots.

d. **Socks**

1) Navy blue or black socks shall be worn.

2) White socks shall only be permitted when written authorization from a licensed physician prescribing white socks has been submitted and supervisor clearance made. Medical documentation for continued wear of white socks shall be updated every six (6) months.

e. **Footwear**

1) Black leather tie-up shoes or boots of plain design shall be worn.

2) The shoes shall be kept clean and in good condition.

3) Shoes may be of high top design, but the top must be close fitting.

f. **Jewelry**

1) Earrings shall be limited to stud earrings or small clip-on earrings.

2) Earrings cannot dangle below the ear or loop earrings shall be small enough to ensure that one's pinky finger cannot fit into the opening.

3. **FEMALE CORRECTIONAL OFFICERS**

a. **Shirt**

1) The appropriate seasonal shirt shall be worn.

2) The collar may be worn open. The only exposed garment under the shirt shall be a plain white undershirt.

3) Long sleeved winter uniform shirts shall only be worn with the sleeves down, the cuffs buttoned and a tie.

b. **Smock.** Pregnant officers may wear a uniform maternity smock with pockets and of a color that matches the uniform shirt, or a standard uniform shirt tailored with a straight cut bottom for maternity wear.

c. **Tie.** A plain, dark blue or black clip on or criss-cross necktie shall be worn, unless otherwise directed. A tie clasp or tiepin may be worn with the tie.

d. **Trousers**

1) Navy blue uniform trousers shall be worn.

2) Trouser length shall be approximately one inch above the floor when standing in shoes and from one to two inches above the floor when standing in boots.

e. **Skirts.** Skirt length shall be one to three inches below the knee.

f. **Socks**

1) Navy blue or black socks shall be worn.

2) White socks shall only be permitted when written authorization from a licensed physician prescribing white socks has been submitted and supervisor clearance made. Medical documentation for continued wear of white socks shall be updated every six (6) months.

g. **Stockings.** Female uniformed employees may wear neutral, blue or black seamless stockings, panty hose or knee-highs. Bare ankles and patterned stockings shall not be permitted.

h. **Footwear**

1) Black leather tie-up shoes or boots of plain design shall be worn.

2) Shoes may be flat or have heels not more than one inch in height.

3) The shoes shall be kept clean and in good condition.

4) Shoes may be of high top design, but the top must be close fitting.

i. **Jewelry**

1) Earrings shall be limited to stud earrings or small clip-on earrings.

2) Earrings cannot dangle below the ear or loop earrings shall be small enough to ensure that one's pinky finger cannot fit into the opening.

4. INSIGNIA, ACCESSORIES AND ACCOUTERMENTS

a. **Organizational and Rank Insignia**. Organizational and rank insignia shall be worn in accordance with DO 3360.5, Uniform and Insignia.

1) Silver insignia shall be worn by non-supervisory uniformed officers.

2) Gold insignia shall be worn by the rank of Sergeant and above.

b. **NAME PLATE/TAG**

1) The nameplate shall bear the wearer's last name, first initial.

2) The nameplate shall be blue with white lettering.

3) As an option, correctional officers may wear a silver colored metal nameplate and Sergeants and above may wear gold colored nameplates. Employees may purchase the metal nameplates at their own expense.

c. **BADGE**

1) The badge for Corporals and below is silver in color.

2) The badge for Sergeants and above is gold in color.

d. **UNIFORM ACCOUTERMENTS**

1) **Patches.** The Department shoulder patch shall be worn on left sleeves of all uniform shirts and jackets/coats and only those pins specifically identified below may be worn.

2) **Medals and Pins.** When authorized, pins awarded for valor, life-saving, meritorious service, length of service, firearms proficiency and Firearms Instructor Certification may be worn on the <u>left</u> shirt pocket flap.

5. **UTILITY UNIFORM**

a. **Shirts.** Khaki uniform shirts shall be worn. The only exposed garment under the shirt shall be a plain undershirt.

b. **Trousers.** Khaki uniform trousers shall be worn.

c. **Shoes.** Brown or black work shoes or boots shall be worn. Steel-toed shoes or boots are permitted.

6. **PROHIBITIONS**

a. It is preferable that uniformed staff shall <u>not</u> wear their uniform <u>except</u> in the commission of their official duties and shall use discretion in their activities while in uniform.

b. Uniformed staff shall be prohibited from wearing the official uniform or any part of the uniform while gambling, purchasing and drinking alcohol and/or engaged in the following activities:

1) Entering establishments that offer customers alcoholic beverages, excluding restaurants whose business activities do not primarily involve serving alcoholic beverages to their customers.

2) Entering establishments that primarily offer gambling activities to their customer base. Examples include casinos and greyhound races.

3) Entering establishments that cater to erotic interests.

4) Participating in any activities that promote a particular candidate for public office.

5) Participating in large public gatherings for entertainment purposes or entering establishments that have large public gatherings for entertainment purposes.

6) Entering any other establishment in which the public may consider the employee to be acting in an official capacity and on the government payroll or which may be considered by members of the public to bring discredit to DOC.

c. Uniformed staff shall be prohibited from wearing the official uniform or any part of the uniform while visiting a correctional/detention facility <u>except</u> in an official capacity.

d. While there is no prohibition against employees shopping in supermarkets, grocery stores, food emporiums, drug stores, department stores, discount stores, shopping malls and the like, it is recommended that staff limit these activities.

e. When in doubt as to the propriety of wearing the uniform to any destination while off-duty, staff should consider changing to civilian clothing before arriving at the location.

CHAPTER 3

NON-UNIFORMED EMPLOYEES

1. **GENERAL**

   a. Non-uniformed employees shall dress in a neat, clean, and professional manner that meets the reasonable standards of professional office attire for government employees and is appropriate to the correctional work environment.

   b. Discretion shall be used when attending meetings as a representative of the Department. Employees shall follow the dress standards outlined in this Order for scheduled meetings. Unscheduled meetings may require a change of clothing, if appropriate.

2. **MALE NON-UNIFORMED PERSONNEL**. Men shall wear dress shoes, dress boots, and plain leather tie-up shoes.

3. **FEMALE NON-UNIFORMED PERSONNEL**

   a. Women shall wear dress pumps, dress boots, flats or plain leather tie-up shoes. Staff may also wear dress sandals and dress backless slide shoes.

   b. Female personnel who **do not** work in a correctional facility may wear earrings of a type and number that suit their personal preference, including hoops or other types that extend below the earlobes.

   c. Female personnel who work in a correctional facility may wear stud earrings or small clip-on earrings that do not dangle below the ear or loops small enough that pinky finger cannot fit.

CHAPTER 4

GROOMING AND DRESS COMMITTEE

1. **MEMBERSHIP.** The Director or designee shall assign staff to the Grooming and Dress Committee. The committee may include employees as follows:

   a. Member - Employee Relations Officer

   b. Member - Central Office Representative

   c. Member - Correctional Supervisor

   d. Member - Correctional Officer (female)

   e. Member - Correctional Officer (male)

   f. Member - Non-uniformed Representative (female)

   g. Member - Non-uniformed Representative (male)

   h. Member - Collective bargaining Representative

2. **SCHEDULED MEETINGS.** The committee shall convene for regularly scheduled meetings at approximately six-month intervals or as required by the Chairperson.

3. **RESPONSIBILITIES.** The committee's responsibilities shall be, but are not limited to:

   a. Developing specifications for appropriate items of apparel.

   b. Evaluating items of apparel offered by manufacturers and vendors against the approved specifications.

   c. Reviewing administrative and field requests for changes.

   d. Conducting annual review of dress standards for employees. Reviewing other issues associated with employee grooming and dress.

   e. The Committee, after making a determination if the item(s) will be recommended as authorized for use or wear, shall present their finding to the Deputy Director for review, who may provide comments and/or recommendations to the committee chair.

   f. The committee chair shall provide written recommendations, which shall include any additional comments/recommendation made by the Deputy Director, to the Director for consideration and approval.

g. The Committee, upon receiving an approval or denial by the Director for authorized items for use or wear, shall provide written notification of approval or denial to the vendor/manufacturer representative.