



OFFICE OF THE SECRETARY

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SECRETARIAL DIRECTIVE

SUBJECT: Dress Code for Uniformed Personnel

NUMBER: 2021-11

SUPERSEDES: 2021-04

APPLICABILITY: All DOC Uniformed Personnel or Non-Uniformed Personnel if directed to wear a uniform

REFERENCE: A.C.A. §§ 23-43-103, 23-43-105,
23-43-107, 25-43-105, 25-43-108, and 25-43-403;
AR 201- Uniforms

PAGE: 1 of 10

APPROVED BY: Original Signature on File

EFFECTIVE DATE: 8/23/2021

I. POLICY:

As the executive head of the Arkansas Department of Corrections (DOC), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the Department and to ensure that Uniformed Personnel implement standardized grooming and attire standards commensurate with employment in a professional criminal justice organization.

II. PURPOSE:

This policy sets out clear grooming and attire standards for the Uniformed Personnel of the DOC. These standards will ensure that Uniformed Personnel present a neat, clean, professional appearance while on duty, establish procedures for issuance and maintenance of uniforms, and promote safety for personnel and offenders.

III. DEFINITIONS:

1. Offensive Tattoo. A tattoo which may result in a negative reaction from personnel or offenders, including but not limited to, any tattoo depicting a symbol or images associated with gang affiliation, profanity, sexual content or innuendo, or any other image which would reflect negatively on the DOC.
2. Uniformed Personnel. Correctional officers, parole/probation officers, parole/probation agents, internal affairs investigators, food service personnel, and other personnel required to wear a uniform by a Division Director or the Secretary of Corrections. Superintendents, wardens, deputy wardens, center supervisors, area managers, and assistant area managers are not Uniformed Personnel.

IV. PROCEDURES:

A. Uniform Standards

1. DOC personnel must always present a professional appearance while in uniform.
 - a. Guidelines as to how the uniform is to be worn must be strictly adhered to.

- b. If non-uniformed personnel are directed to wear a uniform, they are subject to uniform standards contained in this directive.
 - c. Shirrtails must be tucked inside of the pants when the uniform is worn, both on-duty and off-duty, unless the employee is pregnant.
 - d. When boots are worn, pant legs must be outside of the boot.
2. When personnel are in uniform, whether on-duty or off-duty, they must present an appearance and attitude of professionalism which mirrors a positive image of the DOC. The following activities are prohibited while in uniform:
 - a. Purchasing, using, selling, or distributing alcoholic beverages;
 - b. Fraternizing or being present at a bar or nightclub;
 - c. Working a secondary job;
 - d. Gambling, purchase of lottery tickets, or visiting a casino;
 - e. Making threats of bodily harm;
 - f. Use of language or gestures that are inappropriate, insolent, violent, or profane in nature;
 - g. Fighting; or
 - h. Engaging in any activity that is unbecoming of the DOC image.
3. Uniformed Personnel must keep uniforms clean and serviceable.
4. Uniformed Personnel will wear the uniform assigned to them while on duty except in the following circumstances:
 - a. While participating in training that involves physical activity or firearms qualification, personnel may wear clothing appropriate for participation as directed by the instructor or training supervisor;
 - b. While participating in "In-Service" training, personnel must follow the Dress Code for Non-Uniformed Personnel directive;
 - c. While attending court or a professional meeting, personnel may wear business attire as defined in the Dress Code for Non-Uniformed Personnel directive; or
 - d. While serving on a special assignment, undercover, attending training, or attending a pre-approved public or non-agency event.
5. A Warden, Center Supervisor, or Administrator may authorize Uniformed Personnel to wear ammunition holders, holsters, handcuff cases, and equipment holders on their belt as necessary. These holders must be plain, black in color, and contain no lettering or designs.
6. Division of Correction personnel must NOT carry, use, or possess personal security equipment such as handcuff keys, handcuffs, or chemical agents while on duty. The Director of the Division of Community Correction may authorize exceptions to this prohibition. Such exceptions must be reported in writing to the Office of the Secretary.

B. Uniform Assignments

1. Correctional Officers (for both prisons and community correction centers) and Training personnel assigned to the Division of Correction will wear:

- a. A heather blue polo-style shirt affixed with an embroidered badge (centered left breast), the DOC logo (left sleeve), and rank insignia affixed at the point of each collar; and
 - b. Navy blue pants.
2. Food service personnel will wear:
- a. A heather blue polo-style shirt affixed with an embroidered badge (centered left breast), the DOC logo (left sleeve), and rank insignia affixed at the point of each collar;
 - b. Navy blue pants; and
 - c. A chef's apron or a chef's jacket.
3. Parole/Probation Officers and Training personnel assigned to the Division of Community Correction will wear:
- a. A gray polo-style short-sleeve shirt affixed with an embroidered badge (centered on left breast) and the DOC logo (left sleeve);
 - b. Desert khaki pants; and
 - c. Only Parole or Probation Agents will have rank insignia affixed on the point of each collar.
4. Exceptions to the Standard Uniforms:
- a. Division of Community Correction Special Response Team (SRT):
 - i. SRT Officers will be issued three (3) black shirts, three (3) black pants, a holster, a duty belt, a handcuff case, a pepper spray case, a magazine case, and a belt keeper.
 - ii. The SRT may be authorized to wear plain clothes by the Division Director.
 - b. Division of Correction Hospital Correctional Officers:
 - i. Correctional officers assigned to hospital security are non-uniformed correctional officers who must adhere to the Dress Code for Non-Uniformed Personnel directive with the exception of approved footwear. These officers must not wear sandals of any kind while on duty.
 - ii. Hospital correctional officers must wear an authorized badge while on duty in the community performing DOC functions. This badge is intended to provide rapid validation of the officer in emergencies, and to reassure the public and hospital personnel who may notice that the officer is armed. The badge must be worn on the belt with a plain black leather or nylon holder that attaches to the waistband. It should be worn 4 to 6 inches to the right of center of the individual's trousers. In emergencies, it may be clipped to the left pocket of the jacket to be clearly visible.
 - c. Division of Correction Emergency Response Team (ERT):
 - i. ERT members are authorized to wear a special uniform while performing ERT duties. The standard correctional officer uniform will be worn while performing regular duties.
 - ii. This uniform consists of Woodland Battle Dress Uniform (BDU) pants and matching BDU long sleeve shirts. A plain black and/or tan t-shirt may be worn in the summer months in lieu of the long sleeve shirt.
 - iii. The BDU shirt will be adorned with two shoulder patches, an ERT rocker patch, and rank insignia (if worn), all in subdued black and green. ERT members will wear rank insignia on the right collar and the ERT insignia on the left collar.

- iv. Black or tan combat boots and a black or olive drab (OD) green belt must complete the uniform and are to be purchased by the officer.
- v. A Woodland camouflage cap is optional.
- d. Division of Correction K-9 Officers:
 - i. K-9 Officers are authorized to wear a special uniform while performing K-9 Officer duties. The standard correctional officer uniform will be worn while performing regular duties.
 - ii. This uniform consists of OD green BDU pants with an OD green button-down shirt.
 - iii. K-9 Officers will also wear a subdued green Correctional Police badge embroidered on the left breast, a subdued American Flag on the left sleeve, and a subdued DOC patch on the right sleeve.
 - iv. An OD green flight jacket may be worn during cold weather.
 - v. A tactical long sleeve shirt and t-shirt in OD green may also be worn. The tactical long sleeve shirt will be adorned with two shoulder patches, a badge patch, and rank insignia (if worn) in subdued black and green.
 - vi. Black or tan combat boots and an OD green or black belt must complete the uniform and are to be purchased by the correctional officer.
 - vii. A Division black or OD green ball cap is optional.
- e. Internal Affairs Investigators:
 - i. A heather blue polo-style shirt affixed with an embroidered badge (centered left breast), "Internal Affairs" (centered right breast) and the DOC logo (left sleeve).
 - ii. Desert khaki pants.
 - iii. Black boots.
- 5. The following items are part of the uniform, but not issued by the DOC. These items should be purchased by uniform personnel:
 - a. Black socks;
 - b. Black gloves (only to be worn when working outside);
 - c. White t-shirts, either long or short-sleeved (for Correctional Officers and food service personnel);
 - d. Dark gray or black t-shirts, either long or short-sleeved (for Parole/Probation Officers or Agents);
 - e. Shoes
 - i. For food service personnel and correctional officers- plain, round, closed-toed black shoes, or boots with up to a two-inch heel; No taps or tennis shoes;
 - ii. For all other Uniformed Personnel - plain, round, closed-toed black shoes, or boots with up to a two-inch heel. No taps, tennis shoes, or steel/Kevlar toed boots.
 - f. Hats (ball caps or toboggans) may be purchased by personnel if they are of the same type, design, and plain solid color as agency issued items.
- 6. Division Directors will authorize the issuance of any necessary equipment not referenced in this directive.

C. Identification and Insignias

1. Identification

- a. The Correctional Officer and Food Service personnel nametag must be worn centered above the right breast.
 - i. The nametag is one inch in height, blue with white letters, and includes two initials and a last name.
 - ii. Nametags will be ordered by respective Central Issuance Officer.
 - iii. Uniformed Personnel are responsible for purchasing replacement nametags.
- b. The photo identification issued by Central Human Resources must be worn on the uniform while on duty and may be worn while off duty.
 - i. The ID card should be clipped under the bottom button of the uniform shirt with the photo facing forward.
 - ii. The ID card is not required for officers wearing a ballistic vest.
 - iii. Uniformed Personnel must not wear the ID card with a lanyard or chain around the neck.
 - iv. Central Human Resources will issue photo identification labeled “certified law enforcement” for any certified law enforcement officer who will be out of uniform.
- c. When worn by Uniformed Personnel, the law enforcement badge (shield) must be visible.
 - i. Correctional Police Officers will be issued a gold badge for embroidery on their uniform shirt.
 - ii. Probation/Parole Officers and Agents may wear the badge (shield) on a lanyard.
 - iii. All certified law enforcement officers will be issued a gold shield.
 - iv. Probation/Parole Agents will be issued a silver shield upon promotion.

2. Insignia

- a. Rank insignia must be state-issued and made of metal.
- b. The Unit Human Resources Manager or Area Office Purchasing Official is responsible for ordering rank insignia. “Agent” insignia will be provided by the Deputy Director of Parole and Probation Services upon a Parole/Probation Officer’s promotion to Agent.
- c. Insignia designations are as follows:

Rank	Color	Insignia
Corporal Food Production Manager I	Silver	Two small chevrons
Sergeant	Silver	Three small chevrons
Lieutenant Training Instructor (ADC)	Silver	One bar, 1/4 inch wide and 3/4 inch long
Captain Training Supervisor (ADC) Food Production Manager II	Silver	Two parallel bars, 1/4 inch wide and 3/4 inch long each
Major	Gold	Small oak leaf
Parole & Probation Agent	Silver	“AGENT”
Field Training Officer	Silver	“FTO” in place of left insignia pin

3. Service Bars

- a. Service bars and stars may be worn in place of service pins at the Officer's expense.
- b. Service bars and stars will be silver in color on a background of navy blue or dark gray material (depending on shirt color).
- c. Service bars will be seven-sixteenths inches by one inch (7/16" by 1") to be placed one-quarter inch (1/4") apart on the left shirt sleeve.
- d. Service stars will be three-quarters of an inch (3/4") from the tip of one point of the star to the opposite tip and will be placed one-half inch (1/2") apart. The single point of the star will be pointed upwards.
- e. Service stars are authorized for long-sleeved uniforms only.
- f. The officer will wear one (1) bar for each year of service completed. When an officer is eligible to wear more than four (4) bars, he or she will omit the bars and use a five-point star, denoting five (5) years of service. At no point should an officer have more than four (4) bars on the sleeve.
- g. If bars are used, then bars will be sewn above the stars.

4. Mourning Bands

- a. On appropriate occasions, Uniformed Personnel may place a black mourning band across their badge and shield (if issued).
- b. Upon such an occasion, notification will be sent to personnel by the Secretary, Division Director, or a Division Deputy Director.
- c. A mourning band is appropriate on the following occasions:
 - i. Following a line of duty death of a law enforcement officer, first responder, or correctional officer, Uniformed Personnel may wear a mourning band from the day of death until completion of the funeral.
 - ii. The mourning band may also be worn each year on National Peace Officer's Memorial Day or for any other official memorial for fallen officers or first responders.

D. Issuance of Uniforms

1. Division of Community Correction uniforms will be issued through that Division's Central Issuance Officer. Division of Correction uniforms will be issued through that Division's Central Issuance Officer. Any other uniform will be issued as instructed by the Secretary or designee.
2. Issuance officers are responsible for:
 - a. Issuing uniforms within their division, or as directed by the Division Director;
 - b. Maintaining an accurate record of uniforms issued to personnel;
 - c. Maintaining an accurate record of uniforms left in stock;
 - d. Removing all affixed logos and ensuring that unserviceable shirts are properly disposed of;
 - e. Collecting and maintaining Uniform Receipt Statements upon issuing uniforms; and
 - f. Ensuring pre-payment has been made prior to issuing additional uniforms.
3. Uniformed Personnel will be given a "Uniform Receipt Statement" to sign at the time of issuance which indicates that the employee:

- a. Has received all items as listed;
 - b. Agrees to be responsible for the safekeeping of items;
 - c. Agrees to return all DOC issued uniforms and equipment if employment is terminated for any reasons; and
 - d. Agrees to pay for the replacement cost of any lost or destroyed items when such loss or destruction is caused by the negligence, recklessness, purposeful conduct, or unlawful conduct of the employee.
4. Uniformed Personnel will be issued three (3) pairs of uniform pants and three (3) uniform shirts. Shirts may be issued in either short or long sleeve, except in the following circumstances:
- a. Probation/Parole Officers and Agents will only be issued short sleeve uniform tops.
 - b. If Uniformed Personnel has an Offensive Tattoo, only long sleeve uniform tops will be issued.
 - c. Division of Correction Food Service personnel will be issued three (3) chef jackets or aprons in addition to the regular correctional officer uniform.
 - d. Division of Community Correction Food Service personnel will be issued three (3) chef jackets or aprons affixed with the DOC logo.
 - e. Officers issued a stab-resistant vest will be issued a navy blue over carrier.
 - f. Parole/Probation Officers and Agents will also be issued one holster, a duty belt, and handcuff case, a pepper spray case, a magazine case, and a belt keeper.
5. Uniformed Personnel may purchase additional uniforms at their own expense. The Issuance Officer must ensure that pre-payment is made to the appropriate DOC financial account before issuing additional uniforms.
6. After issuance, Uniformed Personnel are accountable for their uniforms and other agency property issued to them. Personnel must keep their uniforms clean and serviceable. If a uniform or other issued equipment is damaged, lost, or stolen, the personnel must promptly notify his or her immediate supervisors and, as appropriate, submit a written incident report.

E. Replacement of Uniforms

1. An employee must have their DOC-issued photo identification badge to exchange uniforms.
2. Unless otherwise authorized by this policy Uniformed Personnel may exchange their uniform pants and shirts every other year.
 - a. Additional exchanges may be approved by the Area Manager, Warden, Center Supervisor, Administrator, Division Director, Secretary, or designee with proper documentation.
 - b. Field Security within the Division of Correction may exchange jackets after two (2) years if the jacket is no longer serviceable. For all other personnel, jackets may be exchanged no sooner than five (5) years after issuance.
3. Routine exchanges must occur during the officer's month of hire.
4. Additional exchanges may be authorized if:
 - a. The uniform is confiscated due to an incident. A confiscation form must be submitted before a replacement is allowed.
 - b. The uniform does not fit properly due to pregnancy.
 - c. The uniform was destroyed through no fault of the officer due to a natural disaster.

- d. The uniform is not serviceable due to circumstances documented in an incident report and approved by the appropriate supervisors.

F. Return of Uniforms

1. Old Uniforms are to be returned to the Central Issuance Officer upon issuance of new uniforms, exchange of uniforms, and upon termination of employment (whether voluntary or involuntary).
2. If old uniforms are not returned in a timely manner, the employee will be charged for the cost of uniforms and disciplinary action may be taken.

G. Grooming Standards

1. General Hair Standards

- a. Hair should be kept clean, neat, and styled to present a professional appearance.
- b. Length:
 - i. Hair must be trimmed and properly groomed so that it does not extend over the tops of the ears or the collar.
 - ii. Long hair must be arranged in a fashion so that the hair, including extensions, does not extend over the collar or ears.
- c. Color:
 - i. Hair colors must be in naturally occurring color tones.
 - ii. Extreme colors such as green, purple, pink, etc. are prohibited.
- d. Style:
 - i. Hairstyles that allow an offender the option to grip or pull the hair are not allowed.
 - ii. Mohawks, ponytails, or similar styles are not allowed.
 - iii. Examples of permissible hairstyles are attached.
- e. Only full, removable wigs required for medical necessity, as documented by a physician, are allowed. Wigs must follow general hair standards.
- f. For Division of Correction Uniformed Personnel and Division of Community Correction Uniformed Personnel assigned to residential facilities, no hair style which prevents a seal on the self-contained breathing apparatus (SCBA) or gas mask will be allowed.

2. Facial Hair Standards

- a. Facial hair must be kept clean, neat, and maintained to present a professional appearance.
- b. Sideburns must be neatly trimmed, no wider than one inch (1”), and the same width on both sides. Sideburns must not extend beyond the bottom of the earlobe.
- c. (1) A neatly trimmed mustache, goatee, or beard no longer than one-half inch (1/2”) may be worn. Mustaches must not extend to the mouth or below the top of the upper lip. However, law enforcement officers must be clean-shaven while participating in basic training academies.

(2) A neatly trimmed beard is only allowed for uniformed staff in the Division of Community Correction.

- d. For Division of Correction Uniformed Personnel and Division of Community Correction Uniformed Personnel assigned to residential facilities, no facial hair which prevents a seal on the self-contained breathing apparatus (SCBA) or gas mask will be allowed and no neck hair is allowed. For example, no goatee extending past the chin is permissible. A diagram of where the mask is placed on the face, and examples of permissible and prohibited facial hair are attached.

3. Jewelry

- a. Due to the inherent physical risk and potential for monetary loss, Uniformed Personnel shall limit the type and amount of jewelry worn while in uniform.
- b. Permissible jewelry includes:
 - i. A wedding ring and one other ring;
 - ii. A wristwatch, except that smartwatches may not be worn in correctional facilities;
 - iii. Religious medallions (only if worn underneath the shirt and not visible in uniform);
 - iv. Medical alert bracelets or tags (only if worn underneath the shirt and not visible in uniform);
 - v. For Arkansas Community Correction: Correctional Officers, Probation and Parole Officers or Agents may wear one pair of stud earrings or hoop earrings up to one-half inch in diameter;
 - vi. Security Personnel for the Division of Correction may not wear earrings while on duty or inside a facility.
- c. Non-permissible jewelry includes:
 - i. Necklaces;
 - ii. Tongue piercings;
 - iii. Facial piercings (including but not limited to lips, nose, eyebrows, and cheeks);
 - iv. Body piercings which are not covered by uniform or noticeable while in uniform; and
 - v. Earrings other than those specifically allowed above.

Note: Covering visible body piercing jewelry with band-aids is not considered compliance with this policy.

4. Fingernails

- a. All personnel will keep fingernails clean and neatly trimmed.
 - b. Fingernails must not extend more than one-eighth inch (1/8") beyond the tip of the finger.
 - c. Polished fingernails for female personnel should all be one color of non-decorative fingernail polish.
 - d. In addition to the above requirements, fingernails must not be disruptive to the correctional environment.
5. Uniformed Personnel shall maintain good personal hygiene while on duty. This includes regular bathing.
 6. Makeup should be subtle, conservative, and not distracting in a correctional environment.

H. Enforcement of Standards

1. Supervisors shall enforce this directive. DOC Training Academy personnel will enforce this policy for cadets and Uniformed Personnel while attending a training academy or class.

2. Personnel out of compliance with this directive are subject to progressive discipline up to and including termination of employment for repeated or egregious violations.
3. Units with SCBAs will keep an SCBA in their entrance areas. If there is a question about the ability of a Correctional Officer to seal the mask, the entrance area officer will suspend entrance procedures and notify a Lieutenant or above, who will give the officer a direct order to attempt to seal the SCBA in the entrance building. If the officer is unable to do so, the supervisor will issue a direct order to shave before entering the unit.

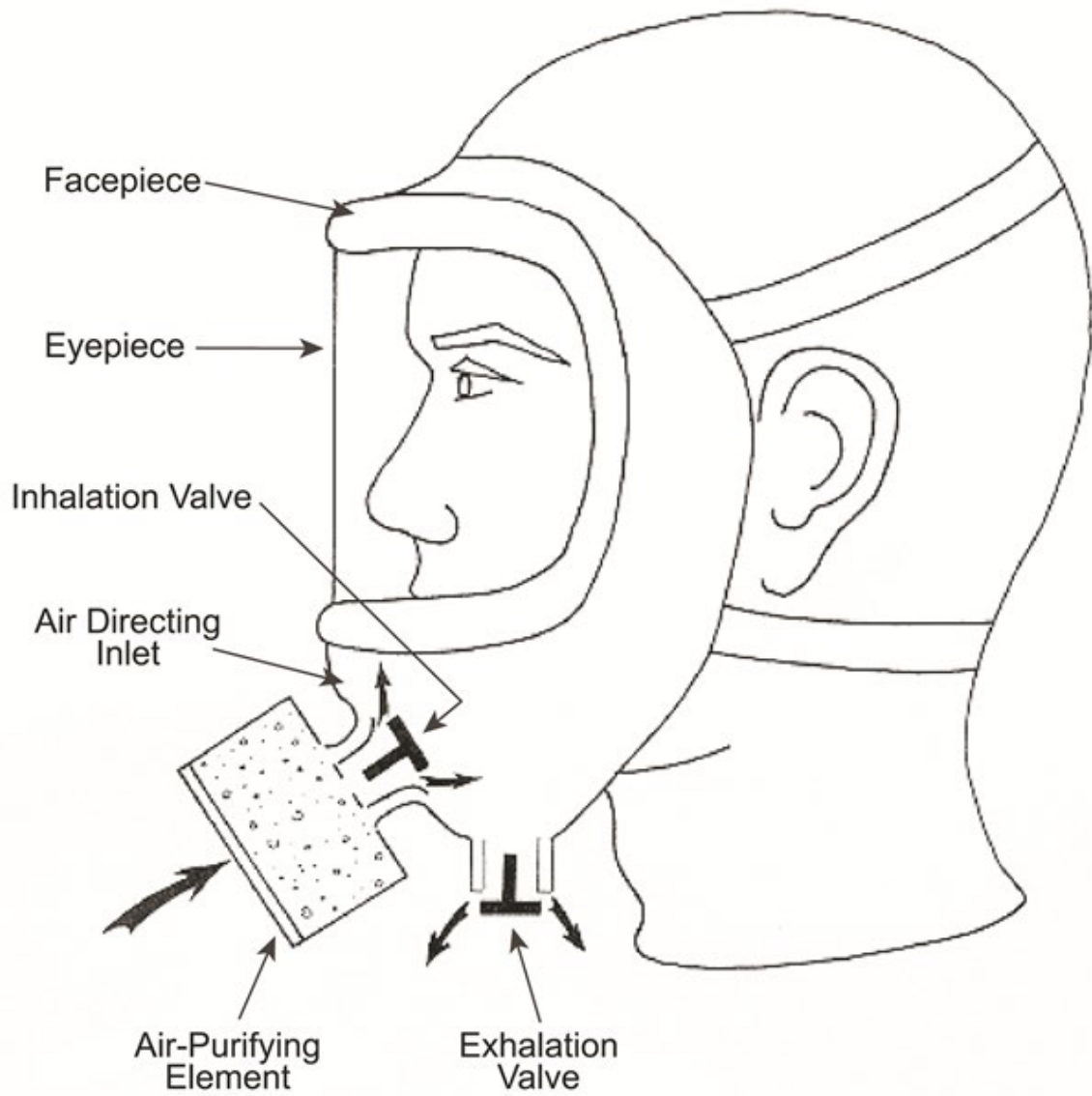
V. IMPLEMENTATION:

Distribution of new uniforms throughout the department will be a gradual process. Uniformed Personnel will continue using uniforms upon the effective date of this directive until issued the new uniform.

VI. ATTACHMENTS:

- A. Diagram of a Typical Full Face-piece Respirator (SCBA)
- B. Diagram of Facial Hair
- C. Examples of Acceptable Hair Styles for Correctional Officers
- D. Uniform Issuance Standard Form

Attachment A
Diagram of a Typical Full Face-piece Respirator



Attachment B
Diagram of Facial Hair

ACCEPTABLE:



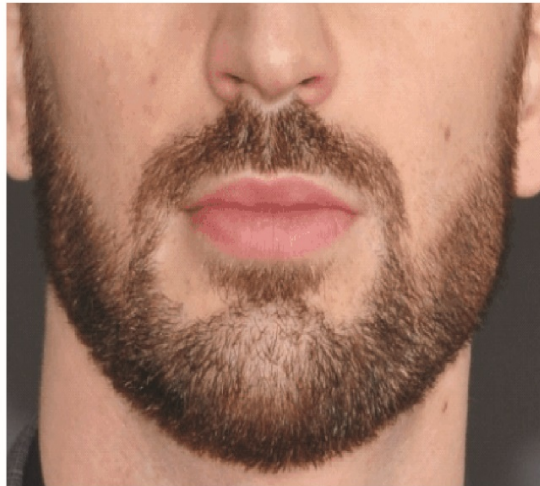
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UNACCEPTABLE:



UNACCEPTABLE:



Attachment C

Acceptable Hairstyles for Correctional Officers



Attachment D



**ARKANSAS DEPARTMENT OF CORRECTIONS
UNIFORM RECEIPT STATEMENT**

Date: _____ Ticket # _____ Division: ADC ACC IA
 Last name, First name: _____ Job Title: _____
 Personnel/AASIS number: _____ Anniversary Date: _____
 Unit/Center/Area Assignment: _____

Item	Description	Quantity	Item Price	Net Total

By signing below, I agree that I have received and am responsible for the safekeeping of the items listed above. I agree to return all DOC issued uniforms and equipment when my employment is terminated for any reason. Further, I agree to pay for the replacement costs of any lost or destroyed items when such loss or destruction is caused by my negligence, recklessness, purposeful conduct, or unlawful conduct. I understand that failure to safekeep or return uniforms may result in disciplinary action or cost being deducted from my pay.

Employee Signature: _____

Total: _____