



## OFFICE OF THE SECRETARY

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### SECRETARIAL DIRECTIVE

**SUBJECT:** Dress Code for Uniformed Personnel

**NUMBER:** 2022-12

**SUPERSEDES:** 2021-11

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

**REFERENCE:** A.C.A. § 25-43-105, 25-43-108, 25-43-403; AR 201- Uniforms

**PAGE:** 1 of 8

**APPROVED BY:** Original signature on file

**EFFECTIVE DATE:** 10/26/2022

#### I. POLICY:

As the executive head of the Arkansas Department of Corrections (Department), it is the responsibility of the Secretary of Corrections (Secretary) to administer the various rules, orders, or directives issued by the Department. This policy establishes standard grooming and attire standards to ensure that Uniformed Personnel present a clean, neat, professional appearance while on duty commensurate with employment in a professional criminal justice organization.

#### II. DEFINITIONS:

- A. Offensive Tattoo. Any 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 Department.
- B. Uniformed Personnel. Correctional officers, parole and probation officers, parole and probation agents, internal affairs investigators, food service personnel, and other personnel required to wear a uniform by a Division Director or the Secretary. Superintendents, wardens, deputy wardens, center supervisors, area managers, and assistant area managers are not Uniformed Personnel.

#### III. PROCEDURES:

##### A. General Uniform Standards

- 1. Department 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. Shirttails must be tucked inside of the pants with a black belt when the uniform is worn, both on-duty and off-duty, unless the employee is pregnant.
  - d. Pant legs must be worn outside of boots.

2. Personnel wearing a Department uniform, on-duty or off-duty, must present an appearance and attitude of professionalism which promotes a positive image of the Department. The following activities are prohibited while in uniform:
  - a. Purchasing, using, selling, or distributing alcoholic beverages.
  - b. Fraternalizing 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.
  - h. Engaging in any activity that is unbecoming of the Department image.
3. Uniforms must be kept clean and in presentable, serviceable condition.
4. Uniformed Personnel shall 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 may 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 Secretarial Directive for Dress Code for Non-Uniformed Personnel.
  - d. While serving on a special assignment, undercover, attending training, or attending a pre-approved public or non-agency event.
5. When a job post requires additional uniform accessories, Wardens, Center Supervisors, or Administrators 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 (ADC) personnel cannot 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 (ACC) may authorize exceptions to this prohibition for parole and probation staff. Such exceptions must be reported in writing to the Office of the Secretary.

#### B. Uniform Specifications for Various Job Assignments

1. In addition to the requirements outlined in this policy, there may be specific uniform requirements for different job assignments throughout the Department. Personnel assigned to positions identified in this subsection must adhere to the specific requirements for their position in addition to the general requirements for Uniformed Personnel as outlined in this directive.
2. Correctional Officers assigned to both ADC and ACC, in addition to training staff assigned to ADC will wear:
  - a. A heather blue polo-style shirt affixed with an embroidered badge centered on the left breast, the Department logo positioned on the left sleeve, and rank insignia affixed at the point of each collar.
  - b. Navy blue pants.
3. Food service personnel in ADC facilities and ACC centers will wear:
  - a. A heather blue polo-style shirt affixed with an embroidered badge centered on the left breast, the Department logo positioned on the left sleeve, and rank insignia affixed at the point of each collar.
  - b. Navy blue pants.
  - c. A chef's apron or a chef's jacket if authorized.
4. Parole and Probation Officers and Agents and training personnel assigned to ACC will wear:
  - a. A gray polo-style short-sleeve shirt affixed with an embroidered badge centered on the left breast and the Department logo positioned on their left sleeve.
  - b. Desert khaki pants.

- c. Parole and Probation Agents will have rank insignia affixed on the point of each collar.
5. Exceptions to the Standard Uniform:
  - a. ACC 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. ACC Intensive Supervision Program officers may be authorized to wear plain clothes or a low-visibility uniform by the Division Director.
  - c. Division of Correction Hospital Correctional Officers:
    - i. Correctional Officers assigned to Hospital Security are non-uniformed Correctional Officers who must adhere to the Secretarial Directive on Dress Code for Non-Uniformed Personnel 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 Department 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.
  - d. 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 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.
  - e. 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 Department 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.

- f. Internal Affairs Investigators:
    - i. A heather blue polo-style shirt affixed with an embroidered badge centered across the left breast, “Internal Affairs” centered across the right breast, and the Department logo left sleeve.
    - ii. Desert khaki pants.
    - iii. Black boots.
  - g. Any other exceptions to the standard uniform may be authorized by the appropriate Division Director or the Secretary.
6. The following items are required as part of Department uniform, but not issued by the Department. These items must be purchased by uniform personnel:
- a. Black socks.
  - b. Black belt.
  - c. Black gloves (only to be worn when working outside).
  - d. White t-shirts, either long or short-sleeved (for correctional officers and food service personnel).
  - e. Dark gray or black t-shirts, either long or short-sleeved (for parole and probation officers or agents).
  - f. Shoes
    - i. Food service personnel and correctional officers must wear plain, round, closed-toed black shoes, or boots with up to a two-inch heel. No taps or tennis shoes are permitted
    - ii. All other Uniformed Personnel must wear plain, round, closed-toed black shoes, or boots with up to a two-inch heel. No taps, tennis shoes, steel, or Kevlar toed boots.
    - iii. Exceptions for alternate footwear may be made through a Reasonable Accommodation Request consistent with the provisions in the Secretarial Directive on Americans with Disabilities Act.
  - g. 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.
7. Division Directors may 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 not 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 and Parole Officers or Agents may wear the badge (shield) on a lanyard.
- iii. All certified law enforcement officers will be issued a gold shield.
- iv. Probation and Parole Agents will be issued a silver shield upon promotion.
- v. Probation and Parole Area Managers and Assistant Area Managers 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	ERT Insignia
Corporal Food Production Manager I	Silver	Two small chevrons
Sergeant	Silver	Three small chevrons
Lieutenant Training Instructor (ADC)	Silver	One bar, ¼ inch wide and ¾ inch long
Captain Training Supervisor (ADC) Food Production Manager	Silver	Two parallel bars, ¼ inch wide and ¾ 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 the shirt color they are required to wear).
- 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 to be worn with 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, they 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 in addition to service stars, they must be sewn above the stars.

4. Mourning Bands

- a. Upon such an occasion eliciting the use of mourning bands, notification regarding permission to wear the bands will be sent to personnel by the Secretary, Division Director, or a Division Deputy Director.
- b. Uniformed Personnel may place a black mourning band across their badge and shield.
- c. A mourning band is appropriate on the following occasions:
  - i. Following the death of a law enforcement officer, first responder, correctional officer, or other Department employee, 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 law enforcement officers, correctional officers, or first responders.

#### D. Issuance of Uniforms

1. ACC and ADC uniforms will be issued through the appropriate Division 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 (Attachment #4) upon issuing uniforms.
  - f. Ensuring pre-payment has been made prior to issuing additional uniforms.
3. Uniformed Personnel will be given a Uniform Receipt Statement (Attachment #4) 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 Department issued uniforms and equipment if employment is terminated for any reasons.
  - 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 and Parole Officers and Agents will only be issued short sleeve uniform tops.
  - b. Uniformed Personnel that have an Offensive Tattoo will only be issued only long sleeve uniform tops.
  - c. Food Service personnel will be issued three (3) chef jackets or aprons affixed with the Department logo in addition to the regular correctional officer uniform.
  - d. Officers issued a stab-resistant vest will be issued a navy blue over carrier.
  - e. Parole and 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 Department 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 Department-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 ADC 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.

- c. The uniform was destroyed through no fault of the officer due to a natural disaster or emergency.
- 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).

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. Mohawks, ponytails, or similar styles are not allowed.
  - ii. Examples of permissible hairstyles are attached.
- e. Only full, removable wigs that are required for medical necessity, as documented by a physician, are allowed. Wigs must follow general hair standards.
- f. For ADC Uniformed Personnel and ACC 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. 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 to allow for proper use of a SCBA if needed.
- d. A neatly trimmed beard is only allowed for uniformed staff in the ACC.
- e. For ACC Uniformed Personnel and ADC Uniformed Personnel assigned to residential facilities, no facial hair which prevents a seal on the 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. Jewelry permitted to be worn includes:
  - i. A wedding ring and one other ring.
  - ii. A digital wristwatch, except that a smartwatch or fitness tracker will not be worn by correctional officers.
  - iii. Religious medallions may only be worn underneath a shirt and cannot be visible in uniform.
  - iv. Medical alert bracelets or tags if worn underneath the shirt and not visible in uniform.

- v. ACC Uniformed Personnel only: Female Correctional Officers and Probation and Parole Officers or Agents may wear one (1) 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. Jewelry that is not permitted to be worn includes:
    - i. Necklaces.
    - ii. Tongue piercings.
    - iii. Facial piercings including, but not limited to, lips, nose, eyebrows, and cheeks.
    - iv. Body piercings that are not covered by uniform or noticeable while in uniform.
    - v. Earrings other than those specifically allowed above.
  - d. Covering visible body piercing jewelry with band-aids is not permitted and not considered in compliance with this directive.
4. Fingernails
- a. All personnel must keep their 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. Male personnel are prohibited from wearing fingernail polish.
  - d. In addition to the above requirements, fingernails must not be disruptive to operations
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. Department 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 as outlined in the Secretarial Directive on Employee Conduct and Discipline. Disciplinary action may be 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.

#### IV. **IMPLEMENTATION:**

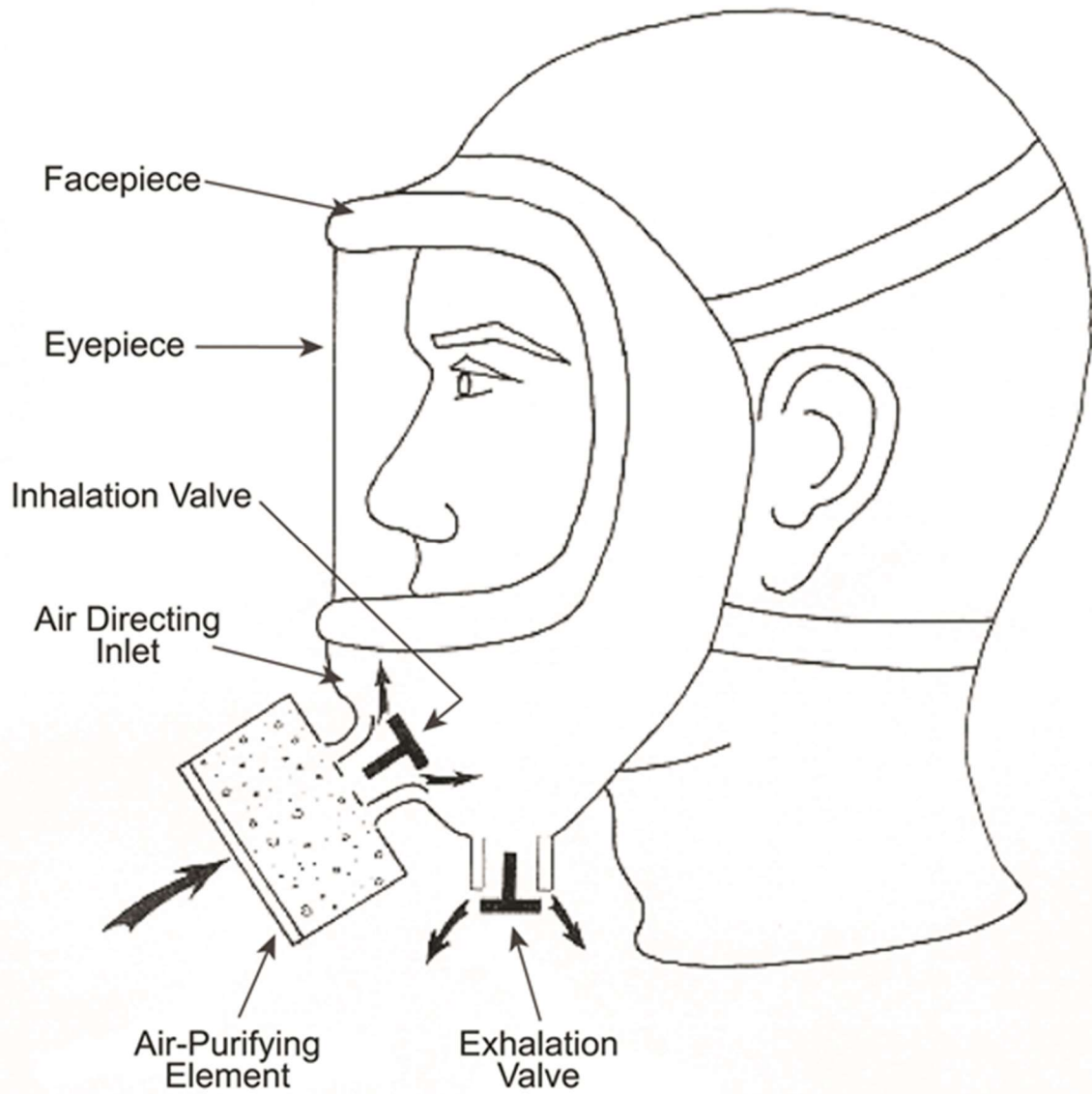
Distribution of new uniforms throughout the Department will be a gradual process. Uniformed Personnel will continue using uniforms upon the effective date of this directive until issued the new uniform.

#### V. **ATTACHMENTS:**

- Attachment 1. Diagram of a Typical Full Face-Piece Respirator (SCBA)
- Attachment 2. Diagram of Facial Hair
- Attachment 3. Examples of Acceptable Hair Styles for Correctional Officers
- Attachment 4. Uniform Receipt Statement



**Diagram of a Typical Full Face-Piece Respirator (SCBA)**



### Diagram of Facial Hair

**ACCEPTABLE:**



**UNACCEPTABLE:**



**UNACCEPTABLE:**



**UNACCEPTABLE:**



# Acceptable Hairstyles for Correctional Officers





## 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 Department 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 safe keep or return uniforms may result in disciplinary action.

Employee Signature:

Total: