


| | | | | |
|---|---|--|------------------------|------------------------|
| Idaho Department of Correction  | Standard Operating Procedure | Title: Uniforms and Officer Appearance | | Page: 1 of 7 |
| | | Control Number: 122.02.01.002 | Version: 5.0 | Adopted: 02/24/1999 |

Bree Derrick, deputy director, approved this document on 05/01/2020.

Open to the public: **Yes**

SCOPE

This standard operating procedure (SOP) applies to all Idaho Department of Correction (IDOC) facility staff and community reentry center (CRC) staff wearing department uniforms.

| |
|---|
| Revision Summary |
| Revision date (<u>05/01/2020</u>) version <u>5.0</u> : Removed appendices (now listed on forms pages), provided further clarification to several sections regarding appearance and grooming |

TABLE OF CONTENTS

Board of Correction IDAPA Rule Number 2

Policy Control Number 122..... 2

Purpose..... 2

Responsibility 2

Standard Procedures 2

1. Uniform Safekeeping and Management 2

2. Authorized Uniforms 3

3. Rank Designations..... 3

4. Uniform Components 4

5. Uniform Accessories 5

6. Uniform Maintenance, Use, and Appearance 6

7. Uniform Initial Issue 6

8. Foul-Weather and Post-Specific Items 6

9. Personal Appearance and Grooming Standards 6

10. Jewelry..... 7

11. Tattoos 8

Definitions 8

References..... 8

| | | | |
|---|------------------------|--|-------------------------------|
| Control Number: 122.02.01.002 | Version: 5.0 | Title: Uniforms and Officer Appearance | Page Number: 2 of 8 |
|---|------------------------|--|-------------------------------|

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 122

Security Staff and Non-Security Staff Grooming Standards and Dress Code

PURPOSE

The purpose of this SOP is to establish grooming and appearance standards for uniformed staff members to reflect the dignity and professionalism of the IDOC.

RESPONSIBILITY

Facility Heads

Facility heads are responsible for implementing this SOP and for ensuring uniformed staff members adhere to the standards contained herein.

Staff Members

Staff members, when wearing an issued uniform, are responsible to follow the standards contained herein.

STANDARD PROCEDURES

1. Uniform Safekeeping and Management

Uniform Safekeeping

All uniform items and equipment issued are the property of IDOC.

Staff are responsible for securing all property issued to them. Uniforms or components must not be left unattended or stored where incarcerated individuals have access to them. Anytime uniforms containing patches are discarded, the patches must be removed and destroyed. Uniforms with embroidered badges, patches, etc. must be destroyed.

Upon separation from IDOC, or transfer to a work unit or position not requiring the IDOC-issued uniforms, staff members must return all uniforms and equipment to their facility's uniform coordinator on their last day of work. Failure to do so may result in the department taking legal action to recoup uniforms and costs incurred.

Uniforms are never re-issued without a one-for-one exchange being presented to the facility uniform coordinator.

The uniform coordinator reissues uniforms and uniform items before the annual reissue if an item is not serviceable, damaged beyond repair, secured as evidence, etc.

Uniform Coordinator

Each facility head must designate a staff member to serve as uniform coordinator. The uniform coordinator duties include:

- Ensuring all uniforms and related equipment are purchased in accordance with IDOC fiscal contracts and procedures

| | | | |
|---|------------------------|--|-------------------------------|
| Control Number: 122.02.01.002 | Version: 5.0 | Title: Uniforms and Officer Appearance | Page Number: 3 of 8 |
|---|------------------------|--|-------------------------------|

- Determining when uniforms and related equipment are due for replacement and issuing appropriate replacement items
- Preparing purchase requests based on facility needs
- Tracking what items have been issued to staff using the *Uniform Inventory* form
- Ensuring issued items are returned and accounted for when a staff member leaves the department or transfers to a position that does not require the wearing of the uniform
- Maintaining a current and accurate inventory of all uniform items and related equipment in stock on site
- Properly disposing of all unserviceable uniform items

Twice yearly, the uniform coordinator provides a copy of a current inventory to the deputy warden, or second in command.

Initial issue takes place at the New Employee Orientation. However, heavy winter coats, headgear, and post specific items are issued at the facility. Any measurements of staff required for ordering uniforms and related equipment are taken during New Employee Orientation.

2. Authorized Uniforms

Only those uniforms identified in this standard operating procedure and IDOC purchasing contracts are authorized for use. Any uniform-related item purchased by employees must be the same color, brand, and model as the IDOC-approved item. However, if an employee is unable to wear the required uniform for any reason, they must work directly with their HR representative to resolve the issue. Deviations must be approved in advance.

The IDOC has four authorized duty uniform types:

- Security (Prisons and Community Reentry Centers)
- Food Service (Correctional Specialists)
- Mechanical Services
- Vocational Work Projects

See *Idaho Department of Correction Uniform List*.

3. Rank Designations

IDOC uses the following standards for rank designations:

Badge

Gold: warden, deputy warden, and CRC manager

Silver with gold panels: captain

Gold with silver panels: lieutenant and correctional specialist supervisor

Silver: sergeant, corporal, correctional officer, and correctional specialist

| | | | |
|---|------------------------|--|-------------------------------|
| Control Number: 122.02.01.002 | Version: 5.0 | Title: Uniforms and Officer Appearance | Page Number: 4 of 8 |
|---|------------------------|--|-------------------------------|

Collar

- Captain: two bars, gold
- Lieutenant: one bar, gold
- Sergeant: three chevrons, silver
- Corporal: two chevrons, silver
- Correctional officer: one chevron (after completion of entry probation)
- Correctional specialist supervisor: CSS, gold
- Correction specialist officer: CSO, silver
- Mechanical services staff: none

4. Uniform Components

Headgear

The following IDOC-provided headgear may be worn:

- A black baseball-style, flex-fit cap with an embroidered IDOC logo at the center front. The bill of the cap must be centered and facing forward.
- A black watch cap with an embroidered IDOC emblem at the center front.
- A tan “boonie” hat may be worn by vocational work project staff, and any other staff as approved by the facility head for protection from the sun.

Footwear

Footwear must either be black leather or tan leather and Cordura® nylon laced boots with or without optional side zipper.

If black footwear is chosen, it must be capable of being polished (black socks must be worn with low-quarter shoes)

If an employee is unable to wear the issued footwear or requires something other than the state-issued footwear, they must contact their HR representative who will work with the institutional uniform coordinator. The institutional uniform coordinator is the approval authority for the non-contract purchases and will follow ADA guidelines. If approval is granted for an employee to purchase individual footwear, the employee must present a dated receipt to the facility uniform coordinator for reimbursement.

Maternity Uniform

When a maternity uniform is needed, the staff member must notify the supervisor allowing sufficient time to order and obtain the necessary uniform items.

- The staff member may increase the uniform allotment by four additional maternity pants, and four additional maternity shirts.
- These additional items must be returned to the uniform coordinator as soon as they are no longer needed.

| | | | |
|---|------------------------|--|-------------------------------|
| Control Number: 122.02.01.002 | Version: 5.0 | Title: Uniforms and Officer Appearance | Page Number: 5 of 8 |
|---|------------------------|--|-------------------------------|

Specialty Teams

Uniform designations and accessories are identified within the standard operating procedure associated with each specialty team.

5. Uniform Accessories

Uniform Accessory Guidelines and Standards

- Identification (ID cards): worn at all times. The ID card may either be clipped to the uniform shirt at the loop provided in the center of the shirt just below the buttons or attached to a breakaway lanyard. The breakaway lanyard will be provided by the department or must be monochrome with no logos of any kind.
- Metal badge: in badge holder, worn on belt (worn only while on duty).
- Wrist restraints must be hinged or chain, black, nickel, or stainless. (A second wrist restraint is optional and purchased at the employee's expense.)
- All leather uniform accessories must be basket-weave leather with silver buckles, buttons, etc.
- Belt keepers must be couple snap, no larger than one inch wide.
- Duty belt must be 2 ¼ inch wide with a square buckle. (Belt keepers must be worn with duty belt).
- Or: a black duty vest with Velcro name patch on left chest and Velcro badge on right chest
- Waist belts must be 1 ¾ inch width.
- Glove pouch
- OC holder
- Radio holder
- Key keeper
- Multipurpose pouch (duty vest only)
- Wrist restraint case(s) enclosed model. A second wrist restraint case that matches the department issue is optional and purchased at the employee's expense.
- Holsters are only worn on armed posts, must be post and weapon specific, and authorized in accordance with SOP [507.02.01.011](#), *Firearms*.
- Magazine holders should be double enclosed with closures, only worn on armed posts, and must be post and weapon specific.
- All duty gear must be worn with/on duty belt or load bearing vest.
- Crewneck t-shirts are optional however, they are at staff members' expense. Only black is to be worn with the black polo shirts and white is to be worn with all others. Undershirts must not protrude or be visible from the sleeve.

| | | | |
|---|------------------------|--|-------------------------------|
| Control Number: 122.02.01.002 | Version: 5.0 | Title: Uniforms and Officer Appearance | Page Number: 6 of 8 |
|---|------------------------|--|-------------------------------|

6. Uniform Maintenance, Use, and Appearance

When reporting for duty, staff members must ensure their uniforms are clean, pants pressed, and in serviceable condition, and that footwear, if black, is clean and polished. Uniform accessories must be maintained in proper working condition and leather items must be kept dyed and shined.

Uniforms must fit staff properly. Shirts must be tucked in and all shirt buttons except the top button, must be fastened. Pant legs length must be properly tailored to ensure they do not touch the floor. A waist belt must be worn at all times.

Uniforms are only worn during duty hours and when traveling to and from work. Uniformed staff members are required to wear only those uniforms and uniform items authorized in this standard operating procedure. Civilian clothing must not be worn with any part of the uniform.

Belt clip badge may only be worn while on duty or during departmental functions such as meetings, trainings, conferences, etc.

7. Uniform Initial Issue

New employees receive their initial uniform issue during New Employee Orientation. An initial issue is described in the *Idaho Department of Correction Uniform List*.

At the end of their probationary period, new employees should receive an additional uniform issue for a total of five complete uniforms.

8. Foul-Weather and Post-Specific Items

Employees may choose to take one or both headgear items with their initial issue. The uniform coordinator can issue headgear anytime during the year based on changes to an employee's duty post and/or weather conditions. Normally, once headgear is issued, it is retained as part of the employee's uniform issue.

The facility head or designee may authorize additional items for staff members assigned to certain posts:

- Foul weather gear: such as, but not limited to, GOR-TEX® clothing, insulated coveralls, gloves, raincoat, and water-proof boots
- Post specific: work projects, investigations, and maintenance staff may be issued heavy duty or additional items such as, but not limited to, fire-rated boots, electrical hazard-rated boots, reinforced clothing, upgraded flashlight, lighter weight or cooler clothing for warm weather. However, no deviation from the approved colors can be made without approval from the division chief

When other items require replacement, the reissue of items occurs once a year or when needed on an exchange basis. The uniform coordinator determines when uniform items require replacement.

9. Personal Appearance and Grooming Standards

While on duty, all staff must be well-groomed and neat in appearance and must maintain good personal hygiene.

| | | | |
|---|------------------------|--|-------------------------------|
| Control Number: 122.02.01.002 | Version: 5.0 | Title: Uniforms and Officer Appearance | Page Number: 7 of 8 |
|---|------------------------|--|-------------------------------|

Hair – General

Hair length can offer an advantage to an assailant and may present a problem in the proper fitting and in the wearing of necessary security and emergency equipment.

Hair must not, in any manner, interfere with vision.

Styles must be neatly combed, conventional, and conservative in accordance with the following standards:

- Clean and neatly groomed
- Must be kept out of the eyes, be professional-looking, and not impede performance of duties
- No extreme haircuts (ex: number, initials, or designs)
- Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair
- Must not extend below the upper shoulder blade on the back of the uniform shirt. If hair is longer, it must be worn up in a professional style such as a bun, French braiding, ponytail, or cornrows. Banana clips and hair sticks are not authorized.
- Full beards, goatees, sideburns, and mustaches cannot exceed one inch in length and must be clean and neatly trimmed.

Employees wishing to grow facial hair must notify their supervisor in writing, so it does not appear they are avoiding proper grooming. In areas or positions where an employee is required to wear a breathing apparatus, beards must not interfere with the sealing of the equipment. A new ID is required when facial hair is grown or shaved off.

Exceptions

Exceptions to the grooming standards may be granted for religious or medical reasons. Requests for exceptions must be submitted to the facility HR representative in writing and be maintained in the employee's on-site personnel file.

Fingernails – General

Uniformed staff's fingernails must not extend 1/8 inch beyond the end of the fingertip.

10. Jewelry

Jewelry must be conservative and professional.

- Rings are limited to two. Examples include, but or not limited to, wedding, ceremonial, service, or class ring.
- Ear piercings: If an employee chooses to wear earrings, they must be a standard post style (No hoops, barbells, or open gauges are allowed in any portion of the ear.)
- Ears are not to be gauged larger than a ½ inch. If gauged larger than a normal stud piercing, plugs must be worn.
- Facial piercings are not allowed.
- Regular watches are authorized.

| | | | |
|---|------------------------|--|-------------------------------|
| Control Number: 122.02.01.002 | Version: 5.0 | Title: Uniforms and Officer Appearance | Page Number: 8 of 8 |
|---|------------------------|--|-------------------------------|

Any style smartwatch must fall in line with SOP [510.02.01.001](#), *Facility Access* and will require an approved Cell Phone Authorization Form for Correctional Facilities.

11. Tattoos

Visible tattoos must not display images that are crude, offensive, STG-related, or sexual in nature.

DEFINITIONS

None

REFERENCES

SOP [507.02.01.011](#), *Firearms*

SOP [510.02.01.001](#), *Facility Access*

IDOC Uniform List

IDOC Uniform Inventory form

– End of Document –