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Section- 11 Personnel	OP-110245	Page: 1	Effective Date: 11/01/2013
Standards for Employee Personal Appearance	ACA Standards: None		
Edward L. Evans, Interim Director Oklahoma Department of Corrections		Signature on File	

Addendum-03 Standards for Employee Personal Appearance

Changes are:

A new item E. was added to Section III. and reads as follows:

E. Awarding of Badge by Director to Deceased Employee's Spouse/Next of Kin

The director is authorized to award the badge of an employee who dies while employed by the Department of Corrections (DOC) to the spouse or next of kin of the deceased employee. (57 O.S. Supp 2012, §510.A.22. [effective November 1, 2013])

Action

The division head is responsible for compliance with this procedure.

The chief of Administrative Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Addendum: Operation Memorandum No. OP-110245 entitled "Standards for Employee Personal Appearance" dated February 7, 2012

Operations Memorandum No. OP-110245 Addendum-01 dated January 17, 2013

Operations Memorandum No. OP-110245 Addendum-02 dated October 2, 2013

Distribution: Policy and Operations Manual
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Section-12 Personnel	OP-110245	Page: 1	Effective Date: 10/02/2013
Standards for Employee Personal Appearance	ACA Standards: None		
Edward L. Evans, Interim Director Oklahoma Department of Corrections		Signature on File	

Addendum-02 Standards for Employee Personal Appearance

Changes are:

Item (3) was added to Section I. B. 3. f. and reads as follows:

- (3) Officers who have been approved and trained to act in the capacity of correctional officer chaplain/spiritual counselor may wear a program insignia on the left side of the shirt collar in place of their rank insignia. The insignia is listed on [Attachment B](#) entitled "Insignias."

[Attachment B](#) entitled "Insignias" was revised.

Action

The division head is responsible for compliance with this procedure.

The chief of Administrative Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Addendum: Operations Memorandum No. OP-110245 entitled "Standards for Employee Personal Appearance" dated February 7, 2012

Operations Memorandum No. OP-110245 Addendum-01 dated January 17, 2013

Distribution: Policy and Operations Manual
Department Website

Addendum-01	1
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Section-11 Personnel	OP-110245	Page: 1	Effective Date: 01/17/2013
Standards for Employee Personal Appearance	ACA Standards: None		
Justin Jones, Director Oklahoma Department of Corrections	Signature on File		

Addendum-01 Standards for Employee Personal Appearance

Changes are:

A new Item D. was added to Section I. Subsequent sections were renumbered accordingly.

D. Probation and Parole Personnel Dress Standards

1. Probation and parole officers will be required to wear the uniform outlined in this procedure when conducting home visits/field work or during any circumstances outlined in [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."
2. The uniforms may be worn in the office at the discretion of the probation and parole officer. If officers do not wear their uniform in the office, they shall wear professional business attire. If firearms are worn in the office without the uniform, they will be concealed. The officer shall have a reserve uniform accessible to them if they are called to duty in the field.
3. Uniforms
 - a. Uniform Inventory

The Division of Community Corrections shall develop a process for issuance accountability of uniforms and equipment to officers and maintenance of perpetual inventory.
 - b. Uniform Issuance

Each officer shall be issued two short sleeved and one long sleeved collared uniform shirt.
 - c. Pants

Pants will be purchased by the Probation and Parole Officer. Tactical pants or slacks are acceptable and they shall be khaki in color. Jeans shall not be worn with uniform shirts.

d. Belts

Belts shall be black, brown or burgundy and must accommodate all equipment required by [OP-040106](#).

e. Vests/Body Armor

Each probation and parole officer shall be fitted and issued a vest. The vest shall be worn underneath the uniform shirt when the officer is in the field. The vest shall be worn in the office at the discretion of the officer.

f. Footwear

(1) Footwear will be low-quarter, ankle height, or high top leather.

(2) Footwear may have black or tan uppers with rubber or leather soles. All footwear will be devoid of decoration and in good repair at all times. Athletic shoes are not permitted (e.g., leather top coaching shoes, running shoes, cross-trainers, etc.)

g. Intermediate Weapon

When carrying a firearm on duty, an intermediate weapon (expandable baton and/or OC spray) shall be carried in order to comply with the "Use of Force Continuum" ([OP-050108, Attachment A](#)).

h. Handcuffs

All probation and parole officers shall carry handcuffs in a cuff case when carrying a firearm. Colored handcuffs are not approved.

i. Holster

As required per [OP-040106](#) entitled "Purchase, Use and Control of Firearms and Security Equipment."

j. Ammunition/Magazine

When carrying a firearm on duty, the officer must carry one additional magazine (for semi-automatic) per [OP-040106](#).

k. Badges

All officers will be issued two badges. When carrying a firearm on duty, the badge shall be worn next to the weapon.

Language was modified in Section III. F. item 2. (items a. through d. were also deleted) and reads as follows:

2. Commissioned probation and parole officers will wear assigned badges only when wearing a firearm. The badge will be worn next to the weapon.

Action

The division head is responsible for compliance with this procedure.

The deputy director of Administrative Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Addendum: Operations Memorandum No. OP-110245 entitled "Standards for Employee Personal Appearance" dated February 7, 2012

Distribution: Policy and Operations Manual
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Standards for Employee Personal Appearance	ACA Standards: None		
Justin Jones, Director Oklahoma Department of Corrections	Signature on File		

Standards for Employee Personal Appearance

All employees will maintain a professional appearance which is appropriate to their work environment. The following standards of dress and grooming have been established so that employees are able to exhibit a high degree of professionalism while promoting personal safety.

I. Standards for Dress

A. Non-Security Personnel Dress Standards

All personnel employed in ranks other than facility security will dress in appropriate professional business attire.

All non-security staff in DOC offices or facilities will wear the DOC picture identification card attached to clothing or worn attached to a lanyard (breakaway neck cord) in accordance with Section II. of [OP-040112](#) entitled “Employee and Visitor Identification.”

1. Non-security staff whose work assignment or jobs require special/specific attire are outlined below:

- a. Employees who are assigned to work on the farm will be allowed to wear denim jeans while engaged in farm-related work.
 - b. Correctional training officers assigned to the Oklahoma Correctional Training Academy may wear uniforms in accordance with uniform dress standards for security personnel as outlined in Section I. item B. of this procedure.
 - c. Direct care nursing and other support care staff (e.g., nurses, dental assistants, laboratory technicians) are required to wear appropriate slacks/scrubs, tops/lab coats and soft sole shoes such as athletic shoes or nursing shoes, with closed heels and toes in subdued/neutral colors and devoid of decoration. Other medical services staff will dress in a professional manner appropriate for the work environment as specified in Section I. item A. of this procedure.
 - d. Casual day attire, as outlined in Section I. D. item 3. of this procedure, may be worn for special duties/functions (e.g., office moves, cookouts, etc.) with prior authorization of the facility/district/unit head or designee.
2. Personnel working in designated facility support areas will be provided uniforms. These uniforms will meet the following requirements:
- a. Maintenance, food service, canteen, warehouse, laundry, post office, and property personnel may wear tan shirts with brown trousers and a brown baseball cap. A matching smock may be worn as determined by the facility/district/unit head.
 - b. Department patches will be worn and affixed in the same manner as correctional officers.
 - c. An approved facility patch will be worn centered one inch above the left shirt pocket. Lettering identifying the work location, such as Maintenance, Warehouse, Laundry, Canteen, Post Office, or Food Service, is approved.
 - d. Wearing of a baseball cap is optional. If worn, the baseball cap will be facility issue, bearing the 2" x 3" DOC issued patch on the front.
 - e. The wearing of hairnets, bouffant or surgical style nurse's caps by food services personnel and hard hats by

maintenance personnel is authorized as required by their position/work detail.

- f. Square tailed shirts worn outside the trousers will be optional as approved by the facility/district/unit head.
- g. Other protective gear, clothing, and equipment necessary for job safety will be worn as determined necessary by the facility/district/unit head or designee.
- h. Procurement and inventory control of employee uniforms for the divisions of Institutions and Female Offender Operations will be in accordance with Section I. item C. of this procedure. The division of Community Corrections facilities will ensure a process is in place for issuance accountability of employee uniforms and inventory maintenance.

3. Unacceptable Apparel

Examples of unacceptable apparel for employees to wear at work are: jeans, overalls, painter pants, shorts, muscle shirts, t-shirts, military type clothing, hunting/fishing vests, athletic shoes, casual flip flops, and midriff type tops.

B. Security Personnel Uniform Dress Standards

In order to promote uniformity in appearance and standards for uniform maintenance, the department authorizes three basic types of uniforms: the class A specialized uniform, the class B standard issue uniform, and the class C duty uniform. All uniforms will be clean and neatly pressed. Mismatched uniforms are unauthorized. Officers will not misuse the uniform and will always maintain a professional image when the uniform is worn. Correctional officers may not purchase alcoholic beverages while in uniform.

1. Uniform Inventory/Issuance

a. Uniform Inventory

The division of Community Corrections facilities will develop a process for issuance accountability of uniforms and equipment to officers and maintenance of a perpetual inventory. Procurement and inventory control for officer uniforms for the divisions of Institutions and Female Offender Operations will be in accordance with Section I. item C. of this procedure.

b. Uniform Issuance

- (1) Each officer will be issued five sets of uniform shirts and pants. This may be class B uniforms, class C uniforms, or a combination of the two. However, one of the five sets must be a class B uniform for use in court appearances, transportation trips, etc.
- (2) Cadets will only be issued three sets of class B uniforms. Shirts will be short sleeved. Upon graduation from the academy, class C uniforms may be issued.

2. Specialized Uniforms

a. Class A Uniform

Class A uniforms are specific to the Ceremonial Honor Guard and will be worn as specified in [OP-110240](#) entitled "Ceremonial Honor Guard."

b. CERT Uniform

CERT uniforms will be worn as specified in OP-051001 entitled "Correctional Emergency Response Team (CERT)."

3. Class B Uniform – Standard Issue

The class B standard issue uniform will be worn by correctional officers of all rank for regular duty and will consist of the following apparel in reference to "Class B Standard Issue Uniform"([Attachment A](#), attached):

a. Pants

Pants will be blue with a light blue stripe. Pants will be neatly hemmed to touch the top of the instep in front and approximately one-half inch above the heel in the rear.

b. Shirts

Shirts will be blue and either short or long sleeved.

- (1) Short-sleeved t-shirts (crew neck only), when worn under the uniform shirt, will be white in color, devoid of decoration, and in good repair. During the winter months, a navy blue turtleneck may be worn under the shirt.

- (2) The blue short sleeved shirt will be worn for ceremonial occasions to include court appearances. Headgear is not to be worn during these occasions.

c. Coat

The coat will be Eisenhower style, navy blue in color or a mid length, four pocket coat with a detachable hood, and navy blue in color. A badge will be worn above the left breast pocket. For class C uniforms, the mid length coat will be worn.

d. Belt

Belts will be black classic leather, front snap style.

e. Headgear

- (1) Headgear is optional. If worn, headgear will be department issue, blue baseball cap with the two inch by three inch DOC patch on the front. If requested, officers will be issued two caps per year; a summer cap and a winter cap. During the winter months, a navy blue stocking cap may also be worn.
- (2) As approved by the facility/district/unit head, outside work crew supervisors and those officers with documented medical conditions may wear a blue drill instructor hat in lieu of the baseball cap, as outlined in Section I. B. 4. c. item (1) of this procedure.

f. Insignia

- (1) The gold law enforcement rank insignia will be polished and worn on both sides of the shirt collar for Correctional Security Officer I and II (Officer), Correctional Security Officer III (Corporal), Correctional Security Officer IV (Sergeant), Correctional Security Manager I (Lieutenant), and Correctional Security Manager II (Captain). Insignias, in accordance with Attachment B entitled "Insignias" (attached) will also be worn on jacket epaulets, centered, and one-half inch above the shoulder seams.
 - (a) Correctional Security Officer I and II (Officer): One Gold Stripe
 - (b) Correctional Security Officer III (Corporal): Two

Gold Stripes

- (c) Correctional Security Officer IV (Sergeant):
Three Gold Stripes
 - (d) Correctional Security Manager I (Lieutenant):
One Gold Bar
 - (e) Correctional Security Manager II (Captain):
Two Gold Bars
- (2) The following law enforcement rank will be worn on the uniform, as specified above by work center administrators and correctional chiefs of security:
- (a) Gold Oak Leaf: Chief of Security I
 - (b) Silver Oak Leaf: Chief of Security II
 - (c) Silver Eagle Colonel: Chief of Security III

g. Patches

- (1) The department's patch will be worn centered on the left arm sleeve, one inch below the shoulder seam on shirts, jackets, and coats.
- (2) The facility patch will be worn centered on the right arm sleeve, one inch below the shoulder seam on shirts, jackets, and coats. The facility patch will be an approved department design.
- (3) The CERT/Honor Guard qualification badge with bar(s) will be worn centered on the left breast pocket flap, one-eighth inch below the pocket seam.

h. Department Badges

- (1) The official departmental badge will be worn centered above the left breast shirt pocket.

i. Identification

- (1) The DOC issued picture identification card will be visible at all times and will be attached to the left breast shirt pocket or on the left collar point of the coat/jacket.

- (2) The employee nametag will be worn centered on the right breast pocket flap. The nametag will be black with white lettering and will have the officer's first initial and last name only. Nametags worn by chiefs of security will be black with white lettering. The first line shall be the first initial and last name with the second line identifying the title of chief of security.

j. Authorized Pins/Ribbons

The following pins/ribbons are authorized to be worn on officer's uniforms. Ribbons will be worn centered one-half inch above the right breast pocket, seam aligned horizontally, in order of importance, unless otherwise specified.

- (1) A standard American flag lapel pin may be worn above the official department badge on the left breast pocket. The pin will be an all gold metal lacquered design clutch pin; size 0.625" wide by 0.75" tall.

- (2) Alfred P. Murrah Building ribbon.

k. Footwear

- (1) Footwear will be low-quarter, ankle height, or high top leather with cordura uppers.

- (2) Footwear may have black leather uppers, with either leather soles and rubber heels, rubber soles and heels, vibram soles, or comfort soles. Casual work shoes are acceptable as long as they are entirely black in color (to include soles, heels, and laces). All footwear will be devoid of decoration and in good repair at all times. Athletic shoes are not permitted (e.g., leather top coaching shoes, running shoes, cross-trainers, etc.).

- (3) Officers will wear black socks or black hose when low-quarter shoes are worn.

l. Additional accessories such as glove pouches, flashlight case, cuff case, and PR-24 carrier will be department issue only.

m. Pregnant officers may modify their uniform shirts by hemming in a straight line along the shirttail; the shirt may then be worn outside the pants. Uniforms may be exchanged for larger sizes as needed. Officers may wear a

plain pair of matching maternity slacks, of the same color as uniform pants, purchased at the officer's own expense.

n. Inclement Weather

- (1) (Revision-05 10/09/2015) Staff who are required to work outdoors, rain gear will be poncho-type/trench coat with optional hood (black or reversible black/with safety type colors).
- (2) Coveralls will be navy blue in color with corresponding DOC patch for security personnel and tan in color with corresponding DOC patch for non-security personnel.
- (3) Black leather gloves are authorized for both security and non-security personnel.

4. Class C Uniform – Duty Uniform

With the exception of the posts indicated below, correctional officers of all ranks are authorized to wear BDU's in place of the class B standard issue uniform. BDU's are optional, but if worn, will be issued as outlined in this procedure.

a. BDU's are not authorized for the following duty assignments:

- (1) Visitation officer;
- (2) Central control officer;
- (3) Designated transport officer (not to include Central Transportation Unit officers), except that in the event of an emergency, any available officer may transport in uniform of issue;
- (4) Hospital officers;
- (5) Officers involved in any public events or activities not including escapes; and
- (6) Security administration including: Correctional Chief of Security I, II, or III; Correctional Security Manager II (captain); optional for chiefs of security at community work centers; and watch commanders and shift supervisors at community corrections facilities.

b. BDU's will be 50/50 cotton blend, navy blue in color and will be clean, starched, and pressed. BDU's will consist of the following:

- (1) Pants will be navy blue in color with six pockets. Two

of the pockets will be in the back, two in the front, and one on each side of each leg. Pants will be bloused from the top of the boot, by either tucking the pant legs into the boot or use of a pant blouser.

- (2) Belts worn on the outside of the BDU shirt will be black web or nylon (duty belt with Velcro closure) with black, steel or plastic buckle.
- (3) Footwear will be black, military-style lace-up boots. Boot laces must be tucked into the top of the boots.
- (4) BDU Shirts
 - (a) At institutions, a BDU four-pocket shirt, with embroidered badge/DOC badge and insignias will be worn. Sleeves may be worn long or rolled up. Short-sleeved t-shirts (crew neck only), when worn under the shirt, will be navy blue in color, devoid of decoration, and in good repair. During the winter months, a navy blue turtleneck may be worn under the shirt.
 - (b) At community corrections facilities and CTU, a BDU two-pocket shirt, with embroidered badge/DOC badge and insignias may be worn. The shirt will be tucked in. Sleeves may be worn short, long or rolled up. Short-sleeved t-shirts (crew neck only), when worn under the shirt, will be navy blue in color, devoid of decoration, and in good repair. During the winter months, a navy blue turtleneck may be worn under the shirt.
- (5) June 1st through September 30th, officers may wear a t-shirt as an outer garment in lieu of the BDU uniform shirts. The t-shirts will be dark blue in color with a embroidered/screen printed DOC badge on the left breast side. When t-shirts are worn, they must be tucked in. The officer's employee identification card will be clipped to the right front side of the duty belt. The officer's name tag and rank insignia are not required to be placed on the shirt. T-shirts are considered an optional part of the uniform and therefore, will be purchased at the officer's expense through an approved DOC vendor.

T-shirts may not be worn as an outer garment during the remainder of the months.

c. Headgear

Two types of headgear are authorized for the class C uniform:

- (1) A blue drill instructor style hat may be worn for duty assignments in substance abuse programs at Bill Johnson Correctional Center and Eddie Warrior Correctional Center.
 - (a) If worn, the leather strap, issued with the hat, will be threaded throughout appropriate eyelets in the brim of the hat so that the strap goes around the front of the hat and the buckle is fastened and centered at the back of the wearer's head. The running end of the strap will be to the wearer's left.
 - (b) The hat will be worn without noticeable tilt to the front, rear, or either side and to permit the brim of the hat to be as nearly level in all directions as possible.
 - (c) No modifications in the shape of the hat are authorized.
- (2) The blue department issue baseball cap may also be worn. During the winter months, a navy blue stocking hat may be worn. Caps will be issued in accordance with this procedure.

d. Insignias

Insignias will be worn as specified in Section I. B. 3. item f. of this procedure.

e. Inclement Weather

(Revision-05 10/09/2015) Clothing will be as specified in Section I. B. 3. n. items (1) through (3) of this procedure. The transportation officers are allowed to wear rain gear that will be poncho type/trench coat with optional hood (black or reversible black/with safety type colors).

C. Procurement and Inventory Control of Employee Uniforms – Division of Institutions and Female Offender Operations

1. Procurement and Inventory

The facility head will designate a staff person(s) who is responsible for issuing and maintaining the inventory of employee uniforms, to include correctional officers and those support positions required to wear uniforms. When inventory replacement needs are identified, this staff member will identify the appropriate number of replacement items required as indicated below. A written request of replacement items required will be sent to the assistant facility/district/unit head who may revise/approve the request prior to it being forwarded to the facility/district/unit head for approval. The business office will purchase uniforms with funds allocated in the facility/district/unit budget work program.

a. Projection of Facility Needs

The designated staff person will develop a system of projecting facility needs based on current officer/employee FTE and a normal uniform replacement formula of two uniforms per year for each employee. In addition, the projection will include:

- (1) The type of uniforms required (e.g., Class B, Class C (BDU) uniforms, maintenance, food service, etc.) with appropriate sizes indicated; and
- (2) The estimated cost of the items based on current prices.

Projections will be completed on at least an annual basis, but may occur more frequently as facility/district/unit needs dictate.

b. Maintenance of Inventory

- (1) A perpetual inventory of uniforms will be maintained by the designated staff member. This system will include a listing of all uniform receipts, issuances and disposals and will include the dates of all transactions. All uniform issuances require the signature of the employee issuing the uniform. Employees will be required to sign for all uniform issuances and returns.
- (2) A designated area will be maintained for the secure and orderly storage of employee uniforms. Access to this area(s) will be restricted and limited only to the facility/district/unit head, assistant facility/district/unit head, chief of security and the designated staff member.
- (3) An adequate facility inventory will be maintained in

accordance with projected facility needs as outlined above.

2. Uniform Issuance and Return

All uniform issuances will be recorded on the "Uniform Issuance Record" ([Attachment C](#), attached). Individual files will be maintained for each employee receiving uniforms and will indicate all issuances, request for replacements, disposals, and return of uniforms. Reports concerning damaged, lost or ill-fitting uniforms will be submitted to the designated staff person and maintained within the file. The file will also include required sizes.

a. Initial Issuance

- (1) Officers will be provided with five sets of uniforms as outlined in Section I. B.1. item b. of this procedure. Uniforms may be either the Class B or the Class C (BDU) uniforms, as allowed by post assignment and as outlined above. At least one of the five uniforms will be a Class B uniform for use in court appearances or when serving as transportation officer.
- (2) Non-security personnel will receive a minimum of three sets of uniforms.

b. Replacement Issuance

Requests for replacement uniforms will be submitted on "Request for Replacement Uniform" ([Attachment D](#), attached).

- (1) These requests will be sent to the chief of security or appropriate supervisor who will review and approve/deny request.
- (2) Approved requests will be provided to the designated staff member who will contact the requesting employee and arrange for requisition.
- (3) Denied requests will be returned to the requesting employee, with a copy to the assistant facility/district/unit head and facility/district/unit head with an explanation as to why the request was denied.

Upon replacement and receipt of uniforms due to wear, damage, or fit, old uniforms are required to be returned. The issuance of the replacement uniform will not occur without an exchange (i.e., one new uniform for one old uniform).

c. Return of Uniforms

Upon resignation, termination or retirement, the employee's supervisor will ensure that all issued uniforms and related security equipment (e.g., badge, belt) are returned by the last working day of employment.

Upon death, the employee's supervisor will ensure that all issued uniforms and related security equipment (e.g. badge, belt) are returned by the employee's estate beneficiary in accordance with guidelines specified below.

If uniforms and equipment are not returned as required above, the facility/district/unit head will ensure that within five days of the last day of employment a letter is delivered to the employee, or deceased employee's estate beneficiary either by certified mail or personal service. The letter will contain the following information:

- (1) A list of all property issued to the employee that has not been returned;
- (2) The original purchase price of each item of property;
- (3) The depreciated value of each item of property to be calculated in accordance with [OP-110120](#) entitled "Procedures for Time/Leave and Payroll Processing", Section IV. H. item 4.;
- (4) The total monetary amount that will be deducted from the employee's final wages, if property is not returned; and
- (5) A ten calendar day time frame for the property to be returned.

D. Probation and Parole Personnel Dress Standards

1. Probation and parole officers will be required to wear the uniform outlined in this procedure when conducting home visits/field work or during any circumstances outlined in OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment."
2. The uniforms may be worn in the office at the discretion of the probation and parole officer. If officers do not wear their uniform in the office, they shall wear professional business attire. Uniformed officers will wear their firearm and gear in accordance with OP-040106 entitled "Purchase, Use and Control of Firearms and Security Equipment." If firearms are worn in the office without the uniform, they will be

concealed. Concealment will be defined as hidden from the detection and/or view of another person at all times. The officer shall have a reserve uniform accessible to them if they are called to duty in the field.

3. Officers will not misuse the uniform and will always maintain a professional image when the uniform is worn. Officers may not purchase alcoholic beverages while in uniform.

4. The officer's immediate supervisor shall be responsible for inspection of the officer's uniform, or professional business attire, when not in uniform. Deficiencies will immediately be addressed.

5. Uniforms

a. Uniform Inventory

The Division of Community Corrections shall develop a process for issuance accountability of uniforms and equipment to officers and maintenance of perpetual inventory.

b. Uniform Issuance

(1) Each officer shall be issued two short sleeved and one long sleeved collared uniform shirt. Shirts will be clean and professional in appearance.

Short-sleeved t-shirts (crew neck only), when worn under the uniform shirt, will be white in color, devoid of decoration, and in good repair. During the winter months, a black turtleneck may be worn under the long-sleeved shirt.

(2) Each officer shall be issued three pair of tactical pants, khaki in color. Jeans shall not be worn with uniform shirts. Pants shall be neatly hemmed. Pants shall be clean and professional in appearance.

(3) Each officer shall be issued one black winter jacket. This jacket will only be worn with the uniform. No other outerwear shall be worn over the uniform at any time.

If the officer desires to purchase additional uniform shirts or pants, the uniform must be of the same brand and model issued by the department.

6. Belts

Belts shall be black in color and must accommodate all equipment required by OP-040106 entitled "Purchase, Use and Control of Fire Arms and Security Equipment."

7. Vests/Body Armor

Each probation and parole officer shall be fitted and issued a vest. The vest shall be worn underneath the uniform shirt when the officer is in the field. The vest shall be worn in the office at the discretion of the officer.

8. Footwear

a. Footwear will be low-quarter, ankle height, or high top leather with cordura uppers.

b. Footwear shall have black leather uppers, with either leather soles and rubber heels, rubber soles and heels, vibram soles, or comfort soles. Casual work shoes are acceptable as long as they are entirely black in color (to include soles, heels, and laces). All footwear will be devoid of decoration and in good repair at all times. Athletic shoes are not permitted (e.g., leather top coaching shoes, running shoes, cross-trainers, etc.).

9. Intermediate Weapon

When carrying a firearm on duty, an intermediate weapon (expandable baton and/or OC spray) shall be carried. The intermediate weapon holster shall be black in color.

10. Handcuffs

All probation and parole officers shall carry handcuffs in a black cuff case when carrying a firearm. Colored handcuffs are not approved.

11. Holster

As required per OP-040106 entitled "Purchase, Use and Control of Firearms and Security Equipment." The holster shall be black in color. Shoulder and thigh holsters are not authorized.

12. Ammunition/Magazine

When carrying a firearm on duty, the officer must carry one additional magazine (for semi-automatic) per OP-040106. The magazine will be carried in a pouch that is black in color.

13. Hair

a. When in uniform, hair for male officers will be neatly trimmed and will not touch the shirt collar or the ear. Sideburns will not extend below the bottom of the earlobe and will be neatly trimmed. Hair for both males and females will be clean, neatly trimmed, and present a professional appearance.

b. When in uniform, hair for females will not be worn below the bottom edge of the shirt collar. Hair that extends past the shirt collar will not be worn loose and must be secured above the bottom edge of the collar.

14. Jewelry

a. Male officers are not authorized to wear any form of earring while on duty. Female officers may wear a single stud type earring on each lobe. No other piercing may be visible.

b. Necklaces, chains, and bracelets whether worn by males or females, are to be concealed when in uniform.

15. Badges

All officers will be issued two badges. When carrying a firearm on duty, the badge shall be worn next to the weapon. (R-4)

DE. PRIDE Program

1. Agency Wide PRIDE Program

The PRIDE program authorizes casual wear for staff participating in the program. The agency will designate PRIDE/casual days each year. During weeks that have a proclaimed holiday, the entire week will be authorized as PRIDE days. If a PRIDE day is a designated furlough day, the casual day will fall on the day proceeding the furlough day. The proceeds will be available, upon approved request, for employees experiencing catastrophic events.

The director may approve additional agency wide PRIDE days or bonus days for participating employees.

2. Facility/District/Unit Fund Raising PRIDE Days

Casual dress days are authorized as fund raising events or for a specific function as outlined in this procedure and may occur no more than once each month as designated by the facility/district/unit head. A written request for exception and justification may be submitted to the appropriate deputy director to allow more than one PRIDE day fundraiser in a given month.

3. PRIDE Day Appearance Standards

Although the dress code is relaxed, clothing will not detract from the professional image of the department. Jeans and casual work shoes will be clean and of good quality and repair. Apparel such as sweat/jogging suits, casual flip flops, athletic shoes, t-shirts (only DOC sponsored t-shirts are acceptable), shorts and exercise pants

are not authorized for casual days. When appearing in court, attending training, meetings, or conferences, casual attire is not acceptable.

II. Standards for Grooming

A. Non-Security Personnel Standards for Grooming

1. Non-security personnel, as defined in Section I. item A. of this procedure, who have security activities as part of their regular duties (i.e., non-uniformed Honor Guard and CERT members), shall comply with the uniformed grooming standards.
2. Hair and facial hair will be clean, neatly trimmed, and present a professional appearance. CLEET certified male staff may not wear ponytails.
3. Jewelry will not present a safety concern or detract from the work environment or the professional appearance of the employee.
4. Only ear piercings may be visible.

B. Uniformed Personnel Standards for Grooming

1. Hair/Facial
 - a. Beards and goatees are not authorized. If a medical condition exists that prohibits shaving, the officer will be required to provide a doctor's statement annually in order to receive an exception. If an exception is in place, beards will be neatly trimmed and will not exceed one-quarter inch in length.
 - b. Mustaches will not extend beyond the corner of the mouth or the upper lip line on the ends. Handlebar mustaches are not authorized.
 - c. Hair for male officers will be neatly trimmed and will not touch the shirt collar or the ear. Sideburns will not extend below the bottom of the earlobe and will be neatly trimmed. Hair for both males and females will be clean, neatly trimmed, and present a professional appearance.
 - d. Hair for females will not be worn below the bottom edge of the shirt collar. Hair that extends past the shirt collar will not be worn loose and must be secured above the bottom edge of the collar.
 - e. Staff who are required, as some part of their duties, to wear

gas masks or air packs, shall have facial hair that meets manufacturer's standards for the equipment that they are expected to use.

2. Jewelry

- a. Male officers are not authorized to wear any form of earring while on duty. Female officers may wear a single stud type earring on each lobe. No other piercing may be visible.
- b. Necklaces and chains, whether worn by males or females, are to be concealed while on duty.

III. Standards for Badges

A. Issuance of Badges

Departmental badges will be issued to the following groups of employees:

1. Executive staff members;
2. Director's office;
3. Deputy directors;
4. Administrators of Field Operations, Private Prison and Jail Administration, Community Corrections/Community Work Centers (CC/C WC), Probation and Parole (P&P);
5. Facility/district and assistant facility/district heads;
6. Chiefs of security;
7. Team supervisors;
8. Contract monitors;
9. All staff who serve as facility/unit/district duty officers;
10. Internal Affairs supervisors, fugitive apprehension agents;
11. Probation and parole officers;
12. Correctional officers; to include CTU, CERT and Honor Guard; and
13. Others as authorized by the director.

B. Security of Badges

Any employee issued a department badge will be responsible for the security of the badge. In the event a badge is lost, the employee will immediately report the loss in writing to their supervisor.

C. Standards for Badges

Badges purchased by administration/facility/district/unit heads to replace existing inventory will comply with the authorized specifications as required in "Oklahoma Department of Corrections Badge Specifications" ([Attachment E](#), attached).

D. Inventory Control of Badges

1. The administration/facility/district/unit head will name a designee who will be responsible for ordering, issuing, and maintaining the inventory of badges.
2. The administration/facility/district/unit head will have a system in place to secure, issue, and document control of badges.
3. Badges will be engraved or stamped by the vendor with a four-digit sequential number on the pin/clip side of each badge at the time of purchase, with the exception of Internal Affairs, whose numbers will be placed on the bottom banner, beginning with Badge #100.
4. The purchasing agent must, at the time of purchase, designate wording to be placed on the top and bottom banners, as specified in [Attachment E](#).
5. The purchasing agent must, at the time of purchase, designate the four-digit sequential number to be placed on the pin/clip side of the badge.
6. Badges will be purchased with funds allocated in the budget work program.

E. Employee Purchase of Badges

1. If an employee wishes to retain the badge upon reclassification or retirement from the agency, the badge may be purchased at the current replacement cost.
2. Badges purchased by individual employees may not be used in any official capacity as representative of the agency, nor may they be used in any secondary employment.

F. Proper Display of Badges

1. Badges for administrative staff and duty officers will be worn on outer garments and openly displayed while participating in agency or community emergencies.
2. Commissioned probation and parole officers will wear assigned badges only when wearing a firearm. The badge will be worn next to the weapon and will remain concealed, except in the following circumstances:
 - a. When transporting offenders;
 - b. During planned arrest of offenders;
 - c. While on an authorized escapee apprehension efforts; and
 - d. While conducting approved searches.
3. Fugitive apprehension agents will wear the assigned badge on outer garments while carrying a weapon. In such situations (e.g., transporting offenders, making an arrest etc.), the badge will be visible and in most circumstances, next to the weapon.
4. Badges will not be openly displayed while the employee is off duty.
5. Badges for uniformed staff will be worn as outlined in Section I. B. 3. h. item (1) of this procedure.

IV. External Requests for DOC Patches

All external requests for DOC patches will be forwarded to the administrator of Internal Affairs. Internal Affairs will establish a process for requests, dissemination, and approval.

V. References

Policy Statement No. P-110100 entitled "Uniform Personnel Standards"

OP-040112 entitled "Employee and Visitor Identification"

OP- 051001 entitled "Correctional Emergency Response Team (CERT)"

OP-110120 entitled "Procedures for Time/Leave Sheets and Payroll Processing"

OP-110240 entitled "Ceremonial Honor Guard"

VI. Action

The division head is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110245 entitled "Standards for Employee Personal Appearance" dated December 3, 2010

Distribution: Policy and Operations Manual
Department Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Class B Standard Issue Uniform"	Attached
Attachment B	"Insignias"	Attached
Attachment C	"Uniform Issuance Record"	Attached
Attachment D	"Request for Replacement Uniform"	Attached
Attachment E	"Oklahoma Department of Corrections Badge Specifications"	Attached

