

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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## I. DEFINITIONS

None.

## II. POLICY and PROCEDURE

This policy and procedure shall apply to all uniformed employees at institutions within the Department of Corrections (DOC).

### A. Dress Code

#### 1. Uniforms

- a. Uniforms shall be clean, pressed, and maintained in good order and appearance. All buttons shall be buttoned, with the exception of the top button. Uniforms shall be of proper size; the fit shall not be tight and shall reflect a professional appearance. Necessary alterations may be made, such as hemming trousers and tapering the shirt. Personnel may be required to pay for a garment if an alternation other than hemming of trousers or tapering of the shirt is performed.
- b. Articles of clothing issued for uniformed security personnel shall consist of the following:
  - (1) Three (3) long sleeve and three (3) short sleeve uniform shirts.
  - (2) Three (3) uniform pants. Pants shall be worn out over the footwear.
  - (3) One (1) black belt with silver or gold buckle depending on badge color.
  - (4) One (1) utility cap with cloth badge patch the same color as badge.

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- (5) One (1) all weather uniform jacket with liner.
- (6) Maternity clothing of the same color and design as regular uniforms shall be issued on an as needed basis. Issue shall consist of three (3) uniform shirts, appropriate to the season and three (3) maternity pants.
- c. Uniform clothing shall not be worn when engaging in any activity not associated with official duties.
- d. Uniformed support staff (maintenance, recreation, warehouse, farm and Correctional Industries) shall be issued the following:
  - (1) Three (3) light blue long sleeve shirts and three (3) light blue short sleeve shirts.
    - (a) Golf-type short sleeve shirts shall be issued to the Recreation Department and Correctional Industries.
    - (b) The shirt shall be screen printed with the DOC patch on the left breast pocket.
  - (2) Three (3) dark blue pants.
  - (3) One dark blue all weather jacket with liner. A DOC patch shall be worn on the left shoulder of the jacket and the American Flag shall be worn on the right shoulder. These shall be centered on the sleeve and ½ inch below the top shoulder seam.
- e. Clothing items shall be replaced as needed.

## 2. Issued Accessories

### Badges, Patches, Name Plates and Belts

- a. Badges issued to correctional officers shall be silver. Badges issued to correctional supervisors shall be gold or a combination of gold and silver for sergeants. The badge shall be centered above the left breast pocket ½ inch from the top edge of the pocket.
- b. Insignia of rank shall be consistent with the predominant color of the badge and worn on both collars of the uniform shirt and jacket.

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Stripes shall be worn ½ inch above the point of the collar edge with the point of the collar bisecting the point of the stripes. Bars shall be worn ½ inch from the front collar seam and ½ inch below the top fold of the collar, with the bar parallel to the front edge of the collar.

- c. Belts shall be black in color with the buckle matching the color of the badge.
- d. Nameplates shall be worn beneath the uniform badge centered on the flap. The color shall be consistent with badge color. Nameplates shall be issued after successful completion of probationary status.
- e. The American Flag, with the field of stars facing the front of the uniform, shall be worn on the right shoulder and the DOC patch shall be worn on the left shoulder of the uniform shirt and jacket. These shall be centered on the sleeve and ½ inch below the top shoulder seam.
- f. State issued pins approved by the Commissioner shall be worn on the right pocket flap evenly spaced in a horizontal line on either side of the pocket button. More than three (3) pins shall not be worn. Emergency squad members shall wear the CERT pin 1 inch above the right pocket button. Lodge pins, fraternity pins, organizational pins, or unissued pins shall not be worn on the uniform.
- g. The issued identification card shall be worn attached to the right shoulder epaulet of the uniform shirt for officers and attached to the pocket flaps for other uniformed personnel. Nothing shall be affixed to the identification card. Other issued cards may be attached underneath the identification card.
- h. CPR/glove pouch, one (1) black in color shall be issued and worn on the belt.

### 3. Non-Issued Accessories

#### a. Shoes

- (1) All shoes shall be clean, polished and shined, if possible, with heels in good repair.
- (2) Shoes shall have a closed toe and closed heel. Shoes shall be clean and neat and shall be worn at all times while on duty.

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(3) Black leather plain toe shoes, athletic shoes, walking shoes, or black military boots shall be worn with heels no higher than ½ inch. Shoes shall be black in color.

(4) Corrective shoes that are black in color may be worn if medically necessary.

b. Socks and Hose

Black or dark blue socks or hose shall be worn.

c. Undershirts

White or black crew neck T-shirts shall be worn with the uniform shirt. The collar of the T-shirt shall fit snugly around the base of the neck and not present a loose or wrinkled effect.

d. Belt and Belt Accessories

A personal tactical style belt may be worn in place of the issued belt and shall be black in color. Belt accessories, such as cuff case and flashlight holder, shall be black in color. Belt and accessories shall be maintained in good condition.

e. (1) Personal Accessories

Only the below listed jewelry items may be worn by uniformed personnel.

(a) Two rings may be worn with the uniform; a wedding set shall count as one ring.

(b) Medical alert bracelets or necklaces (inside the uniform shirt) may be worn to indicate medical conditions.

(c) One religious medallion may be worn inside the uniform shirt.

(d) Uniformed staff may wear two pair of stud type earrings.

(e) Visible body piercing accessories (tongue, nose, lip, eyebrow, etc) shall not be worn.

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- (f) One wristwatch may be worn.
- (g) Only non-mirrored sunglasses shall be worn with the uniform. Sunglasses shall not hang from the uniform pockets or be hung from a neck band when not worn.
- (h) A personal cap may be worn in place of the issued utility cap. They shall be dark blue or black in color and shall be unadorned.
- (i) Facial coverings, when necessary, shall not be inflammatory or display an illegal substance, any gang insignia such as, but not limited to, swastikas, double lightning bolts or the confederate flag, have racial, or security threat group references; or have any type of sexual implication.

(2) Special Articles of Clothing

- (a) During inclement weather, personnel assigned outside duties may wear certain articles of clothing to protect them from the elements, such as toboggans and neck scarves. These shall be dark blue or black in color and shall be unadorned with plain hems.
- (b) During cool weather, officers may wear uniform sweaters or plain cardigan sweaters identical in color to the uniform.

4. Uniformed staff shall be in full uniform while on institutional grounds.

B. Grooming/Personal Appearance

Personal appearance includes personal hygiene and cleanliness. Uniformed staff shall be well groomed and neat in appearance while on duty.

1. An employee shall not display any message through their personal appearance which is inflammatory, Security Threat Group (STG) related, has sexual implications, or is discriminatory towards a protected class while on duty. This includes, but is not limited to, body markings, clothing and facial coverings. Such displays are strictly prohibited.

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2. The length, bulk or appearance of the hair shall not be excessive, ragged, or unkempt. Hair may be worn in a contemporary style but shall not go beyond the bottom of the uniform collar. Hair coloring, if used, shall appear natural. Hair shall not distract from the uniform, impair vision or create a safety hazard while on duty.
3. Ribbons or ornaments shall not be worn in the hair except for neat and inconspicuous hairpins and barrettes.
4. Hair styles may be required to be taken down where it prevents the proper and safe wearing of helmets or head gear for those required to wear them.
5. Hairpieces or wigs worn on duty shall conform to the same standards as those for natural hair.
6. Facial hair shall be neatly trimmed.
7. Uniformed staff shall not have lines, graphics, numbers, or other designs cut into their hair or eyebrows.
8. Facial hair may be prohibited where it prevents the proper wearing and sealing of a gas mask or self-contained breathing apparatus for those required to wear them.
9. Fingernails shall be clean, neatly trimmed, and no longer than ¼ inch in length. They shall be shaped to not present a danger to the officer or others. Nail polish, if worn, shall be solid in color, with no other ornamentation.
10. Cosmetics may be worn but shall not detract from the work environment of the employee.
11. Scented products, such as perfume, cologne, or aftershave may be worn if it does not detract from appearance or interfere with duties.

C. Identification Card

1. It shall be the responsibility of each employee to inform management whenever a new identification card is needed due to a drastic change in appearance or identification card is lost or damaged. A drastic change in appearance would be any change that may cause the possibility of someone not recognizing you by your identification photo. This could include, but is not limited to, extreme weight loss or gain, plastic surgery, gender transition or extreme changes in hair color.

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2. Identification cards that need replaced due to a voluntary drastic change in the employee's appearance or due to loss or damage due to negligence of the employee may be replaced at the employee's expense. Employees shall not be charged for an identification card damaged in the course of job assignment, such as subduing an offender, or replacement of an identification card damaged through normal wear and tear.

D. Exemptions from Uniform Requirements

1. Requests for modifications to the uniform and grooming requirements may be made for sincerely held cultural or religious beliefs, medical reasons, or due to staff member's pregnancy.
2. Requests for modifications shall be forwarded to the facility Warden, who shall review and make a recommendation. The request and recommendations shall be reviewed by the Deputy Commissioner of Adult Institutions and Director of Personnel before final review by the Commissioner.
3. Each request shall be considered individually based on information provided by the staff member, their individual functions, and the operational needs of the facility.

E. Separation From State Service

1. An employee shall return all parts of the uniform and other state issued property, to include badge and identification card, if they are terminated, retire, or transfer to a non-uniform position.
2. Documentation shall be signed by the employee and staff member receiving returned items to confirm return of all issued items.
3. Employee shall be responsible for replacement costs for any issued items not returned.