

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 196.035, 196.160	Subject UNIFORMED EMPLOYEE DRESS CODE	

I. DEFINITIONS

None.

II. POLICY and PROCEDURE

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

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 of the summer shirt. 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) winter long sleeve and three (3) summer 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. Long and short sleeve shirts may be worn at the discretion of the supervisor; an exception may be made according to the officer's assignment.
 - d. Uniform clothing shall not be worn when engaging in any activity not associated with official duties.
 - e. Uniformed support staff (maintenance, recreation, warehouse, farm and Correctional Industries) shall be issued the following:
 - (1) Three (3) light blue winter long sleeve shirts and three (3) light blue summer short sleeve shirts.
 - (a) Golf-type short sleeve shirts shall be issued to the Recreation Department and Correctional Industries for summer wear.
 - (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 Department of Corrections 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.
 - f. Medical employees shall be issued three (3) sets of scrubs and 2 white lab jackets.
 - g. Clothing items shall be replaced as needed.
2. Issued Accessories

Badges, Patches, Name Plates and Belts

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- 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. 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 Department of Corrections 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.

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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.
- (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 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 Accessories

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.

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- (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) Female uniformed staff may wear one pair of stud type earrings.
- (e) Male uniformed staff shall not be permitted to wear earrings.
- (f) Visible body piercing accessories (tongue, nose, lip, eyebrow, etc) shall not be worn.
- (g) One wristwatch may be worn.
- (h) 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.

(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. These articles shall be approved by the Warden or designee and shall be furnished by the employee.
- (b) During cool weather, officers may wear uniform sweaters or plain cardigan sweaters identical in color to the uniform.

B. Grooming

Uniformed personnel shall be well groomed and neat in appearance.

1. Male hair length – The bulk or appearance of the hair shall not be excessive, ragged, or unkempt. The hair on the crown and sides of the

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head shall be neatly groomed and trimmed so that it does not cover any portion of the ear. Hair in the front shall be groomed so that it does not touch the eyebrows. Hair on the back of the head shall not touch the collar of the uniform shirt. Hair shall not be pinned up or tucked into the collar of the uniform shirt. Hair coloring, if used, shall appear natural. Sideburns, if worn, shall be neatly trimmed and shall not extend below the middle of the ear. Sideburns shall be of even width and end in a clean shaven horizontal line. Hair shall not have carved figures or initials.

2. Female hair length – The bulk or appearance of the hair shall not be excessive, ragged, or unkempt. Hair in the front shall not touch the eyebrows. Hair on the back of the head shall not go beyond the bottom of the uniform collar. Ribbons or ornaments shall not be worn in the hair except for neat and inconspicuous hairpins and barrettes. Hair coloring, if used, shall appear natural. Hair shall not have carved figures or initials.
3. Hairpieces or wigs worn on duty shall conform to the same standards as those for natural hair.
4. Beards shall be closely cropped.
5. Mustaches shall not extend over the lip or ¼ inch beyond or below the corners of the mouth, and shall be neatly trimmed.
6. 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.
7. Cosmetics, when worn, shall be applied to enhance a professional image.
8. Drastic changes in the appearance of a staff member shall require a new identification card made at the expense of the staff member.

C. Separation From State Service

All issued clothing and equipment shall be turned into the appropriate supervisor upon separation from the department.