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<b>Standards for Employee Personal Appearance</b>	<b>ACA Standards: None</b>		
<b>Scott Crow, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## **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 ODOC offices or facilities will wear the ODOC picture identification card attached to clothing or worn attached to a lanyard (breakaway neck cord) in accordance with [OP-040112](#) entitled “Employee, Volunteer/Intern 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 or in Oklahoma Correctional Industries (OCI) factories will be allowed to wear denim jeans while engaged in farm-related or factory production work. Jeans will fit appropriately and be free from holes or tears.
  - b. 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.
  - c. Casual day attire, as specified in this procedure, may be worn for special duties/functions (e.g., office moves, cookouts) with prior authorization of the facility/unit head or designee.
  - d. Coveralls will be tan in color with corresponding ODOC patch for non-security personnel.
  - e. Black leather gloves are authorized for non-security personnel.
2. Personnel working in designated facility support areas will be provided uniforms. The 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/unit head.
  - b. Agency patches, to include flag patches, will be worn and affixed in the same manner as those on correctional officer uniforms.
  - c. Wearing of a baseball cap is optional. If worn, the baseball cap will bear the 2" x 3" ODOC issued patch on the front.
  - d. The wearing of hairnets, bouffant or surgical style nurse's caps by food service personnel and hard hats by maintenance personnel is authorized as required by their position/work detail.

- e. Square tailed shirts worn outside the trousers will be optional as approved by the facility/unit head.
- f. Other protective gear, clothing, and equipment necessary for job safety will be worn as determined necessary by the facility/unit head or designee.

### 3. Unacceptable Apparel

Examples of unacceptable apparel for employees to wear at work are: jeans, overalls, painter pants, shorts, muscle shirts, t-shirts, tactical military clothing or clothing designed in similar fashion to the style of tactical clothing provided to the military, vests with the primary purpose to facilitate hunting and/or fishing, athletic shoes, casual flip-flops, and midriff type tops. Casual flip-flops are defined as shoes with a strap between the big toe and second toe and having no back strap.

Leggings are permissible if the top half of the body is covered by a shirt or jacket at least mid-thigh in length and made of a material that does not allow skin to be seen through the fabric.

Facilities may establish local procedures for unacceptable apparel due to the safety and/or security of staff, ensuring the facility specific requirements are as authorized by the affected deputy director as outline in [OP-010101](#) entitled "Policies and Procedures."

### B. Training Specialist Academy Dress Standards

In order to promote uniformity in appearance and standards for uniform maintenance, the training specialist will wear khaki BDU pants and a red polo shirt and a black web or nylon style belt and black boots or shoes. The polo shirt will have "Training Specialist" and the ODOC badge embroidered on the front. All uniforms will be clean and neatly pressed. Mismatched uniforms are unauthorized. Training specialist will not misuse the uniform and will always maintain a professional image when the uniform is worn. Training specialist may not purchase alcoholic beverages while in uniform.

### C. Security Personnel Uniform Dress Standards

In order to promote uniformity in appearance and standards for uniform maintenance, the agency authorizes three basic types of uniforms: the class A specialized uniform, the class B dress uniform, and the class C utility 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 Issuance

- a. Each officer will be issued up to 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, awards functions, etc.
- b. Cadets will only be issued three sets of class C uniforms. Shirts will be short sleeved. Upon graduation from the academy, class B 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)."

c. Master Firearms Instructor

The master firearms instructors will wear khaki BDU pants and a green polo shirt and a black web or nylon style belt and brown or black boots or shoes. The polo shirt will have "Master Firearms Instructor" and the ODOC badge embroidered on the front. Mismatched uniforms are unauthorized.

3. Class B Uniform – Dress Uniform

The class B dress 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 Dress Uniform" ([Attachment A](#), attached):

a. Pants

Pants will be blue in color. 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), will be worn under the uniform shirt, and 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 Class B 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 sewn above the left breast pocket. Coat liners will not be worn without the coat shell.

d. Belt

Belts will be black classic leather, front snap style.

e. Headgear

- (1) Headgear is optional. If worn, headgear will be an agency issue, blue baseball cap with the agency badge sewn on. If requested, officers will be issued two caps per year. During the winter months, a navy blue stocking cap may be worn. The stocking cap must be solid navy blue in color, with no insignias, patterns, or designs.
- (2) As approved by the facility/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.

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 through Correctional Chief of Security III in accordance with [Attachment B](#) entitled "Insignias" (attached). Insignias will also be worn on jacket epaulets, centered, and one-half inch above the shoulder seams.
- (2) 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."

- (3) Honor guard members will wear the honor guard insignia on the collar in lieu of rank, centered one inch from the bottom of the insignia to the tip of the collar. The insignia is listed on [Attachment B](#) entitled, "Insignias."

g. Patches

- (1) The agency's patch will be worn centered on the left arm sleeve, one inch below the shoulder seam on shirts, jackets, and coats. A rocker patch will be placed beneath the agency patch to identify the assigned facility.
- (2) The flag patch with blue border will be worn centered on the right arm sleeve, one inch below the shoulder seam on shirts, jackets, and coats.
- (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. Agency Badges

- (1) The official agency badge will be worn centered above the left breast shirt pocket. Badges will be issued by the quartermaster.

i. Identification

- (1) The ODOC 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 name tag will be worn centered on the right breast pocket flap. The name tag will be black with white lettering and will have the officer's first initial and last name only. Name tags worn by chiefs of security will be black with white lettering. The first line will 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 agency 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 will 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) Cadets will be issued one pair of boots and class C uniforms prior to attending the cadet academy.
- (4) 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 agency 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) 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 ODOC patch for security personnel.

- (3) Black leather gloves are authorized for security personnel.

#### 4. Class C Uniform –Utility Uniform

Correctional officers of all ranks are authorized to wear class C uniforms in place of the class B dress uniform. Class C uniforms are optional, but if worn, will be issued as outlined in this procedure.

- a. Class C uniforms will be rip stop material, blue in color and will be clean, starched, and pressed. Class C uniforms will consist of the following:

- (1) Pants will be 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 not be bloused. Pants will be worn on the outside of the boot.

- (2) Belts will be black web or nylon (duty belt with Velcro closure) with black, steel or plastic buckle.

- (3) Footwear

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

- (b) Footwear will 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.).

- (c) Cadets will be issued one pair of boots with class B and C uniforms prior to attending the cadet academy.

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

- (4) Class C Shirts

- (a) A light blue, class C two-pocket shirt will be worn. The badge will be cloth, sewn-on style. U.S flag patch will be sewn on the right sleeve; the ODOC patch will be sewn on the left sleeve



with a facility rocker patch attached beneath. A name tag will be attached above the right, front pocket. Rank will be attached to the collar. T-shirts (crew neck only), will be worn under the 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.

T-shirts may not be worn as an outer garment at anytime.

b. 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 worn 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 agency 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. The stocking cap must be solid navy blue in color, with no insignias, patterns, or designs.

c. Insignia

Insignia will be on the collar and worn as specified in this procedure.

d. Inclement Weather

Clothing will be as specified in 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).

D. Procurement and Inventory Control of Employee Uniforms – Agency Wide

1. Procurement and Inventory

The agency quartermaster will be 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/unit head who may revise/approve the request prior to it being forwarded to the facility/unit head for approval. The business office will purchase uniforms with funds allocated from divisional funds.

a. Projection of Facility Needs

The quartermaster 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 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 agency needs dictate.

b. Maintenance of Inventory

- (1) A perpetual inventory of uniforms will be maintained by the quartermaster. 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 quartermaster.

Employees will be required to sign for all uniform

issuances and returns.

- (2) A quartermaster warehouse 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 designated staff member.
- (3) An adequate inventory will be maintained in accordance with projected agency needs as outlined above. Facilities will not maintain a uniform inventory. All uniform inventories will be maintained at the quartermaster warehouse.

## 2. Uniform Issuance and Return

All uniform issuances will be recorded by the quartermaster. Individual files will be maintained on a statewide database 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 quartermaster and maintained within the database. The database will also include required sizes.

All cadets will be required to have an appointment with the quartermaster to obtain their initial uniforms. Documentation regarding uniforms provided to cadets will be maintained by the quartermaster in the database. All other officers will utilize the "Request for Replacement Uniform" ([Attachment D](#), attached) to order replacement uniforms as outlined below.

### a. Initial Issuance

- (1) Officers will be provided with up to five sets of uniforms. Uniforms may be either the Class B or the Class C uniforms, as outlined above. At least one of the five uniforms will be a Class B uniform for use in court appearances or when dress uniform is required.
- (2) Non-security personnel will receive a minimum of three sets of uniforms.

### b. Control of Uniform Issuance

The facility will designate a staff member who will act as the liaison between the facility and the agency quartermaster. This person will be responsible for the following:

- (1) Forward the names of cadets who will be attending the Cadet Academy to the agency quartermaster at least one week prior to scheduling the uniform issuance.

- (2) Schedule cadets appointments to the uniform warehouse located at DOC headquarters with the agency quartermaster.
- (3) Gather all facility requests for uniform replacements from correctional staff and forward them to the quartermaster.
- (4) Distribute uniforms to correctional officers once they are received from the quartermaster and ensure used uniforms are secured and returned to the agency quartermaster.

c. Replacement Issuance

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

- (1) Requests will be sent to the facility liaison or appropriate supervisor who will review and forward the request to the facility head.
- (2) Approved requests will be provided to the quartermaster 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/unit head and facility/unit head or quartermaster 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).

d. 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. A list of issued items will be obtained from the quartermaster to ensure everything issued is returned and accounted for.

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 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 by certified mail or personal service. The facility head will forward a copy of the letter to the quartermaster. 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 Sheets and Payroll Processing";
- (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.

E. Probation and Parole Personnel Dress Standards

1. Probation and parole officers will be required to wear the uniform outlined in this procedure when conducting any planned 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 will wear professional business attire. Officers not in uniform will wear their firearm and gear in accordance with [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."
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 will 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 Probation and Parole division will develop a process for issuance accountability of uniforms and equipment to officers and maintenance of perpetual inventory.

b. Uniform Issuance

- (1) Each officer will be issued three uniform shirts. Shirts will be clean and professional in appearance. The officer can choose to purchase additional uniform shirts at their own expense.

Short-sleeved t-shirts, when worn under the uniform shirt, will be white in color, devoid of decoration, and in good repair.

- (2) Each officer will be offered three pair of uniform pants. If the officer chooses to not receive/wear the uniform pants offered by the agency, the officer must purchase, at their own expense, optional pants in the same color as the uniform pants.

Jeans will not be worn with uniform shirts. Pants will be neatly hemmed. Pants will be clean and professional in appearance.

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

6. Headgear

Headgear is optional. If worn, headgear will be an agency issue, baseball cap, in the same color as the uniform shirt, with the ODOC badge on the front. If requested, officers will be issued one approved cap. If stocking caps are worn, they will be agency issue, black in color with ODOC badge on the front.

7. Belts

Belts will be black in color and must accommodate all equipment required by [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."

8. Vests/Body Armor

Each probation and parole officer will be measured for and issued a vest.

- (a) The vest will be worn underneath the uniform shirt when the officer is conducting the duties as outlined in section I. E. item 1 of this procedure.

- (b) If the vest has an outer cover, the vest will be worn over the uniform shirt.
- (c) The vest will be worn in the office at the discretion of the officer.
- (d) Officers, who are not in uniform but are called unexpectedly to conduct duties as identified above, will wear their vest with the outer cover over their current attire.
- (e) Supervisors, who are not issued a uniform, will wear the vest with the outer cover when assisting in such duties identified above.

9. Footwear

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

10. Intermediate Weapon

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

11. Handcuffs

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

12. Holster

As required per [OP-040106](#) entitled "Purchase, Use and Control of Firearms and Security Equipment," the holster will be black in color. Shoulder and thigh holsters are not authorized.

13. 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.

#### 14. Badges

When carrying a firearm on duty, the badge will be worn next to the weapon.

### F. 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. If a PRIDE day is a designated furlough day, the casual day will fall on the day preceding the furlough day. Proceeds are 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/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/unit head. A written request for exception and justification may be submitted to the appropriate director to allow more than one facility 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 agency. Jeans and casual work shoes will be clean and of good quality and repair. Apparel such as sweat/jogging/wind suits, casual flip-flops, athletic or tennis shoes, t-shirts (ODOC only 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. Casual flip-flops are defined as shoes with a strap between the big toe and second toe and having no back strap.

Correctional officers are authorized to wear a regular uniform shirt and blue denim jeans. However, correctional officers must have regular uniform pants to wear if called upon to perform duties outside the facility such as court appearances, transports, or other similar activities.

## II. Standards for Grooming

### A. Non-Security Personnel Standards for Grooming



1. Non-security personnel who have security activities as part of their regular duties (i.e., non-uniformed Honor Guard and CERT members), will 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 will 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.

C. Probation and Parole Standards for Grooming

1. 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.

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

III. Standards for Badges

A. Issuance of Badges

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

1. Agency director's office;
2. Senior staff members;
3. Regional directors;
4. Director of Community Corrections and Contract Services;
5. Facility heads/deputy directors and assistant facility heads/regional supervisors;
6. Chiefs of security;
7. Team supervisors;
8. Contract monitors;

9. All staff who serve as facility/unit duty officers;
  10. Inspector General, deputy Inspector General, OIG agents and supervisors;
  11. Probation and parole officers;
  12. Correctional officers; to include CTU, CERT and Honor Guard; and
  13. Others as authorized by the director.
- B. All correctional officers and probation and parole officers will be issued two badges.
- C. Security of Badges
- Any employee issued an agency badge will be responsible for the security of the badge. In the event a badge is lost or stolen, the employee will immediately report the loss, in writing, to their supervisor. A copy of the report will be submitted to the OIG unit for placement in NCIC.
- D. Standards for Badges
- Badges purchased by administration/facility/unit heads to replace existing inventory will comply with the authorized specifications as required in "Oklahoma Department of Corrections Badge Specifications" ([Attachment E](#), attached).
- E. Inventory Control of Badges
1. The administration/facility/unit head will name a designee who will be responsible for ordering, issuing, and maintaining the inventory of badges.
  2. The administration/facility/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 OIG supervisors and OIG agents, 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.

F. Employee Purchase of Badges

1. If an employee wishes to retain the badge upon reclassification, the employee may purchase the badge at the current replacement cost.
2. Probation and Parole Officers, OIG Supervisors, OIG agents, and Correctional Officers are entitled to receive, upon retirement by reason of length of service, the continued custody and possession of the badge carried by such officers prior to retirement.
3. Other employees who have been issued a badge who wish to retain the badge upon retirement from the agency may purchase the badge at the current replacement cost.
4. Badges awarded to or 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.

G. 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 ODOC to the spouse or next of kin of the deceased employee. (57 O.S. Supp 2012, § 510.A.22. [effective November 1, 2013])

H. 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.
3. OIG agents will wear the assigned badge on outer garments while carrying a weapon. The badge will be visible next to the weapon when the weapon is visible.
4. Badges will not be openly displayed while the employee is off duty.
5. Badges for uniformed staff will be worn as outlined in this procedure.

IV. External Requests for ODOC Patches

All external requests for ODOC patches will be forwarded to the chief of Operations or designee. The chief of Operations or designee will establish a process for requests, dissemination and approval.

V. References

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

OP-040112 entitled "Employee, Volunteer/Intern and Visitor Identification"

OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment"

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

Affected senior staff are responsible for compliance with this procedure.

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

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110245 entitled "Standards for Employee Personal Appearance" dated April 22, 2019

Distribution: Policy and Operations Manual  
Agency Website

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

