Standards for Employee Personal Appearance 1
I. Grooming Standards for All Personnel 2
A. Hair Styles 2
B. Jewelry and Piercings 3
II. Non-Security Non-Uniformed Personnel Dress Standards 3
A. Inappropriate Apparel 3
B. Identification Cards 4
III. Non-Security Uniform Personnel Dress Standards 4
A. General 4
B. Oklahoma Correctional Industries (OCI) and Agri-Services Staff 4
C. Medical Services Staff 4
D. Facility Support Staff 5
E. Identification Cards 6
IV. Correctional Officers Uniform Standards for Dress 6
A. General 6
B. Class A Specialized Uniform 6
C. CERT Uniform 6
D. Class B Dress Uniform 6
E. Class C Utility Uniform 10
V. Uniform Issuance and Return 11
A. Correctional Officer and Non-Security Personnel Uniforms 11
B. Probation and Parole Personnel Dress Standards 15
VI. Standards for Badges 18
A. Issuance of Badges 18
B. Security of Badges 18
C. Standards for Badges 18
D. Inventory Control of Badges 19
E. Employee Purchase of Badges 19
F. Awarding of Badge by Agency Director to Deceased Employee's Spouse/Next of Kin 19
G. Proper Display of Badges 20
VII. External Requests for ODOC Patches 20
IX. References 20
X. Action 20
Attachments 22

Section-11 Human Resources	OP-110245	Page: 1	Effective Date: 11/12/2024
Standards for Employee Personal Appearance	**ACA Standards: None**		
Steven Harpe, Director Oklahoma Department of Corrections			**Signature on File**

Standards for Employee Personal Appearance

The following criteria establishes the requirement for all personnel within the Oklahoma Department of Corrections (ODOC) to maintain the highest standards of personal hygiene, grooming, and neatness while on duty and when dealing with the public. With established dress and grooming standards, employees can exhibit a high degree of professionalism appropriate to their work environment while promoting personal safety.

Supervisors will consider compliance with grooming and dress standards when evaluating

employee job performance. Deficiencies will immediately be addressed by the supervisor.

I. Grooming Standards for All Personnel

This section is applicable to all personnel, including uniformed staff and probation and parole officers.

A. Hair Styles

Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgment of leaders at all levels is key to the enforcement of the agency’s grooming procedure.

1. General Information

a. Keep hair neat, clean, and well-groomed.

(1) Hair, wigs, clip-on hairpieces or hair extensions/pieces will be of a natural hair color (i.e. blonde, brunette, brown, red, gray, white or black).

2. Male Personnel

a. Hair and facial hair will be clean, neatly trimmed, and present a professional appearance.

(1) CLEET-certified male staff may not wear ponytails.

(2) Hair for male officers will be neatly trimmed and will not touch the shirt collar or the ear.

(3) Handlebar mustaches are not authorized.

b. Uniformed male personnel may wear facial hair that is contemporary and conservative in nature in the form of a mustache, sculpted or full beard, and/or full goatee (goatee will connect to the mustache). Beards and goatees will not exceed one-quarter inch in length.

3. Female Personnel

a. Hair for uniformed female personnel 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 will be secured above the bottom edge of the collar.

b. Ponytails, in which the hair on the head is pulled away from the face, gathered and secured at the back of the head with an approved accessory, is authorized.

(1) Hair extending beyond the securing accessory may be braided or allowed to extend naturally.

(2) Ponytail hairstyles will not interfere with the proper wearing of agency headwear.

c. In spaces or environments where there are operational hazards such as rotating gear, etc., the hair may not be worn below the bottom of the collar.

B. Jewelry and Piercings

Jewelry will not present a safety concern or detract from the work environment or the professional appearance of the employee.

1. Necklaces, chains, and bracelets

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

2. Earrings and Piercings

a. Only ear piercings may be visible.

b. Male uniformed personnel are prohibited from wearing earrings while on duty.

3. Female uniformed personnel are authorized to wear earrings with the following restrictions:

a. Earrings will be limited to stud earrings or small clip-on earrings.

II. Non-Security Non-Uniformed Personnel Dress Standards

All non-uniformed staff will dress appropriately for their day. For example, if staff have an interview or an important meeting with vendors, legislators, etc., staff may wear a suit or a dress whereas if their day is more low-key, business casual or jeans and a shirt may be more appropriate. The goal is to allow staff to wear what makes them feel confident and comfortable; however, all attire will be in good taste, clean, and in good repair.

A. Inappropriate Apparel

Examples of inappropriate apparel for employees to wear at work are:

1. Heavily worn shoes, rubber flip flops or Birkenstock-style sandals.

2. Clothing with potentially offensive graphic or words.

3. Overalls, sweats, workout clothes or jogging suits.

4. Hats or caps, unless necessary.

5. Jeans or pants with substantial holes, frays, or cuts.

6. Leggings unless worn with an appropriate length dress, skirt, or top.

7. Halter tops, sheer or revealing clothing (e.g. bare midriffs, short miniskirts, tube tops).

8. Spaghetti-strap tops or spaghetti strap dresses unless covered by jacket or sweater.

9. T-shirts. ODOC sponsored t-shirts and sweatshirts will be allowed when worn appropriately and in good repair.

B. Identification Cards

1. The agency-issued picture identification card will be visible at all times in accordance with OP-040112 entitled "Employee/Volunteer/Intern and Visitor Identification."

2. Employees may shroud their badge or employee identification card with approval of the agency Director as a demonstration of respect for deceased agency employees or law enforcement officers killed in the line of duty.

III. Non-Security Uniform Personnel Dress Standards

Specialized clothing for non-security personnel whose work assignments or jobs require special/specific attire is outlined below.

A. General

1. All non-security uniformed staff who are issued uniforms will not misuse the uniforms and will always maintain a professional image when the uniform is worn.

2. Non-security uniformed staff may not purchase alcoholic beverages while in uniform.

B. Oklahoma Correctional Industries (OCI) and Agri-Services Staff

Employees assigned to work on the farm or in OCI factories will be allowed to wear denim jeans while engaged in farm-related or factory production work. Denim jeans will fit appropriately and be free from holes or tears.

C. Medical Services Staff

1. Direct care nursing and other support care staff (e.g., nurses, dental assistants, laboratory technicians) are required to wear appropriate slacks/scrubs and tops/lab coats.

2. Direct care nursing and other support care staff may wear soft sole shoes such as athletic shoes or nursing shoes with closed heels and toes in subdued/neutral colors and devoid of decoration.

3. Other medical services staff will dress in professional business or business casual attire appropriate for the work environment as specified in Section III of this procedure.

D. Facility Support Staff

Personnel working in designated facility support areas will be provided uniforms. These uniforms will meet the following requirements:

1. Maintenance, food service, canteen, warehouse, laundry, post office, and property personnel may wear tan polo-type or button down shirts with brown trousers and a brown baseball cap. Jeans may be worn as a substitute for the issued brown trousers. A matching apron may be worn as determined by the facility/unit head.

2. ODOC patches will be worn and affixed in the same manner as correctional officers.

3. 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 authorized.

4. Wearing a baseball cap is optional. If worn, the baseball cap will be facility issued, bearing the 2” x 3” ODOC patch on the front.

5. Wearing hairnets, bouffant, or surgical-style nurse’s caps by food service personnel and hard hats by maintenance personnel are authorized as required by the position/work detail.

6. Square-tailed shirts worn outside the trousers will be optional as approved by the district/facility/unit head.

7. Other protective gear, clothing, and equipment necessary for job safety will be worn as determined necessary by the district/facility/unit head or designee.

8. During inclement weather, coveralls and black leather gloves may be worn by uniformed personnel. Coveralls will be tan in color with the corresponding ODOC patch.

E. Identification Cards

1. The agency-issued picture identification card will be visible at all times in accordance with OP-040112 entitled "Employee, Volunteer/Intern and Visitor Identification."

2. Employees may shroud their badge or employee identification card with approval of the agency Director as a demonstration of respect for deceased agency employees or law enforcement officers killed in the line of duty.

IV. Correctional Officers Uniform Standards for Dress

In order to promote uniformity in appearance and standards for uniform maintenance, the agency authorizes four types of uniforms: the Class A specialized uniform, the Correctional Emergency Response Team (CERT) uniform, the Class B dress uniform, and the Class C utility uniform.

A. General

1. All uniforms will be clean and neatly pressed.

2. Mismatched uniforms are unauthorized.

3. Correctional officers will not misuse the uniform and will always maintain a professional image when the uniform is worn.

4. Correctional officers may not purchase alcoholic beverages while in uniform.

5. All uniforms will be issued directly from the agency quartermaster.

B. Class A Specialized Uniform

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

C. CERT Uniform

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

D. Class B Dress Uniform

1. The Class B dress uniform will be worn by Chiefs of Security and correctional officers of all rank for ceremonial occasions, court appearances, or other ODOC sponsored special occasions.

2. The Class B dress uniform will consist of the following apparel in reference to "Class B Dress Uniform" (Attachment A):

a. Pants

Uniform pants will be a solid dark blue agency approved brand. 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 a light blue agency approved brand. Correctional officers will wear Class B shirts with long sleeve only. Chiefs of Security are authorized to wear Class B shirts with short sleeves.

(1) White short-sleeved t-shirts (crew neck only) will be worn under the uniform shirt, will be in good repair and devoid of decoration.

(2) During the winter months, a navy blue turtleneck may be worn under the shirt.

c. Coat

The coat will be an agency-issued color and style. A badge will be embroidered above the left breast pocket. The flag and ODOC patch will be appropriately sewn on each shoulder sleeve. Coat liners, if included, will not be worn without the coat shell.

d. Belt

Belts will be black classic leather, front snap style, when worn with the Class B dress uniform.

e. Headgear, Optional

(1) If worn, headgear will be an agency-issued baseball cap with an embroidered agency badge; color and style as approved by the agency. If requested, officers will be issued one cap per year.

(2) During the winter months, a navy blue or black stocking cap may be worn. The stocking cap will be solid in color, with no insignias, patterns, or designs.

f. Insignia

(1) The gold law enforcement rank insignia will be polished and worn on both sides of the shirt collar for Class B uniforms in accordance with “Insignias” (Attachment

B).

(2) Insignias will be issued by the quartermaster and be worn on jacket epaulets, centered, and one-half inch above the shoulder seams.

(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 “Insignias” (Attachment B).

(4) 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 “Insignias” (Attachment B).

g. Agency Badges/Identification

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

(2) The agency-issued picture identification card will be visible at all times and will be attached to the left breast shirt pocket of the Class B dress uniform or on the left collar point of the coat/jacket.

(3) The employee name tag will be worn centered on the right breast pocket flap of the Class B dress uniform. 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.

h. 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.

i. Footwear

(1) Footwear will be low quarter, ankle height, or high top leather with agency approved brand uppers.

(2) Footwear will have black leather uppers, with either leather soles or rubber heels, rubber soles and heels, agency approved brand soles, or comfort soles.

(3) Casual work shoes are acceptable as long as they are entirely black in color (to include soles, heals, and laces).

(4) All footwear will be devoid of decoration and in good repair at all times.

(5) Athletic shoes are not permitted (e.g., leather top coaching shoes, running shoes, cross-trainers, etc.).

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

(7) Cadets will be issued one pair of black boots prior to graduating the academy.

j. Additional Accessories

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

k. Inclement Weather Gear

(1) Rain gear will be a black or reversible black with safety colors poncho-type/trench coat with optional hood.

(2) Coveralls will be navy blue or black with corresponding ODOC patch for security personnel.

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

l. Modifications to Uniform

(1) 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.

(2) Uniforms may be exchanged for larger sizes as needed.

(3) Officers may wear a plain pair of matching maternity slacks, of the same color as uniform pants, purchased at the officer's own expense.

E. Class C Utility Uniform

Correctional officers of all ranks are authorized to wear Class C utility uniforms issued by the agency quartermaster. Class C uniforms will be an agency approved brand, color, and style, and will consist of the following:

1. Pants

Uniform pants will be coyote brown, agency approved brand 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. Shirts

Uniform shirts will be dark navy blue (LAPD blue) agency approved brand polo style with short sleeves.

a. White short-sleeved t-shirts (crew neck only), will be worn under the uniform shirt, and will be devoid of decoration and in good repair.

b. During the winter months, a navy blue turtleneck may be worn under the shirt.

3. Belt

Belts will be black web or nylon with black, steel or plastic front buckle when worn with the Class C uniform.

4. Headgear

a. If worn, headgear will be an agency-issued baseball cap with an embroidered agency badge. Color and style as approved by the agency. If requested, officers will be issued one cap per year. Additional requests will be the responsibility of the employee.

(1) During the winter months, a navy blue or black stocking cap may be worn. The stocking cap will be solid in color, with no insignias, patterns, or designs.

5. Footwear

a. Footwear will be low quarter, ankle height, or high top leather with agency approved brand uppers.

b. Footwear will have black or brown leather uppers, with either leather soles or rubber heels, rubber soles and heels, agency approved brand soles, or comfort soles.

c. Casual work shoes are acceptable as long as they are entirely black in color (to include soles, heels, and laces).

d. All footwear will be devoid of decoration and in good repair at all times.

e. Athletic shoes are not permitted (e.g., leather top coaching shoes, running shoes, cross-trainers, etc.).

f. Officers will wear black socks or black hose when low quarter shoes are worn.

g. Cadets will be issued one pair of black boots prior to graduating the academy.

6. Insignia

Insignia, when worn with the Class C utility uniform, will be optional and will be on the collar and worn as specified in Section IV. D. 2. f of this procedure.

7. Inclement Weather

Clothing will be as specified in Section IV. D. 2. k of this procedure. The transportation officers are allowed to wear a black or reversible black with safety colors, poncho type/trench coat with optional hood.

V. Uniform Issuance and Return

A. Correctional Officer and Non-Security Personnel Uniforms

All correctional officer and non-security staff uniform issuances will be recorded by the agency quartermaster, utilizing the “Uniform Issuance Record” (Attachment C).

1. Database

a. Individual files will be maintained on a statewide database for each employee receiving uniforms and will indicate required sizes, all issuances, requests for replacements, disposals, and return of uniforms.

b. Reports concerning damaged, lost, or ill-fitting uniforms will be submitted to the quartermaster and maintained within the database.

2. Control of Uniform Issuance

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

a. Forwarding 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.

b. Scheduling cadets' appointments to the uniform warehouse located at ODOC headquarters with the agency quartermaster.

c. Gathering all facility requests for uniform issuance and replacements from correctional officers and uniformed non-security staff and forwarding them to the quartermaster.

d. Distributing new and replacement uniforms to correctional officers and uniformed non-security staff once they are received from the quartermaster, and ensuring used uniforms are secured and returned to the agency quartermaster.

3. Initial Issuance

a. Correctional officers will be provided with up to five sets of uniform pants and shirts. One of the five sets will be a Class B Dress Uniform for use in ceremonial occasions, court appearances, or other ODOC sponsored special occasions.

b. Cadets enrolled in the agency academy will be issued physical training (PT) gear from the agency quartermaster. Upon graduation from the academy, they will receive their five sets of uniforms with one set being the Class B dress uniform, plus one pair of boots.

c. Non-security personnel will receive a minimum of three sets of uniform pants and shirts.

4. Replacement Issuance

Requests for replacement uniforms will be submitted on the "Request for Replacement Uniform" (Attachment D).

a. Requests will be sent to the facility liaison or appropriate supervisor who will review and forward the request to the facility head.

b. Approved requests will be provided to the quartermaster who will contact the requesting employee and arrange for requisition.

c. 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.

d. 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).

5. Return of Uniforms

a. 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.

(1) The supervisor will obtain a list of the employee's issued items from the quartermaster to ensure everything issued is accounted for and returned to the facility/unit liaison.

(2) The facility/unit liaison will inventory the returned items and return everything to the quartermaster within ten days.

b. 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.

c. 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.

6. Procurement and Inventory Control

The agency quartermaster will be responsible for issuing and maintaining the inventory of employee uniforms for correctional officers and non-security personnel required to wear uniforms.

a. Procurement

When inventory replacement needs are identified, the agency quartermaster 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.

b. Projection of Facility Needs

The agency 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.

(3) Projections will be completed on at least an annual basis, but may occur more frequently as agency needs dictate.

c. 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 utilizing the "Uniform Issuance Record" (Attachment C). All uniform issuances will require the signature of the agency quartermaster.

(2) Employees will be required to sign for all uniform issuances and returns.

(3) The quartermaster will maintain a warehouse for the secure and orderly storage of employee uniforms. Access to this area will be restricted and limited only to the designated staff member.

(4) An adequate inventory will be maintained in the quartermaster's uniform warehouse in accordance with projected agency needs as outlined above. Facilities will not maintain a uniform inventory.

B. 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 dress in accordance with Section II of this procedure. 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" when on duty.

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 "Uniform Issuance Record" (Attachment C).

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 black or white in color, devoid of decoration, and in good repair. Officers may wear black long-sleeved shirts or black turtlenecks under the uniform shirt during the winter.

(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 will 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, with the ODOC badge embroidered on the front. If requested, officers will be issued one approved cap. Color and style as approved by the agency. If stocking caps are worn, they will be black or navy blue in color with no insignias, patterns, or designs.

7. Belts

Belts will be black in color and will 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 V. B. 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, may 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 duties identified above.

9. Footwear

a. Footwear will be low quarter, ankle height, or high top leather with agency approved brands uppers.

b. Footwear will have black leather uppers, with either leather soles and rubber heels, rubber soles and heels, agency approved brand 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 in accordance with 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 will carry one additional magazine (for semi-automatic) in accordance with OP-040106 entitled “Purchase, Use and Control of Firearms and Security Equipment.” 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.

VI. Standards for Badges

A. Issuance of Badges

1. One agency badge will be issued to the following groups of employees:

a. Agency Director's office;

b. Senior staff members;

c. Administrators;

d. Chief Administrator of Operations;

f. Facility heads and assistant facility heads;

g. Team supervisors;

h. Inspector General, deputy Inspector General, office of Inspector General (OIG) agents and supervisors, Security Threat Intelligence (STI) agents and supervisors;

i. Probation and parole officers;

j. Correctional officers including CTU, CERT and Honor Guard; and

k. Others as authorized by the agency Director.

2. Probation and parole officers and Chiefs of Security will be issued two badges.

B. 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.

C. Standards for Badges

Badges purchased by administration/facility/unit heads to replace existing

inventory will comply with the authorized specifications as required in "Badge Specifications" (Attachment E).

D. 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 each badge at the time of purchase. Badge numbers for OIG supervisors and OIG agents will be placed on the bottom banner beginning with Badge #100.

4. The purchasing agent will, at the time of purchase, designate wording to be placed on the top and bottom banners, as specified in "Badge Specifications" (Attachment E).

5. The purchasing agent will, at the time of purchase, designate the four-digit sequential number to be placed on 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, the employee may purchase the badge at the current replacement cost.

2. Probation and parole officers, OIG supervisors, OIG agents, STI supervisors, STI agents, and correctional officers are entitled to receive badges upon retirement because of length of service and the continued custody and possession of the badge carried by such officers before 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.

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

The agency Director is authorized to award the badge of an employee who

dies while employed by ODOC to the spouse or next of kin of the deceased employee. (57 O.S. § 510, effective November 1, 2013)

G. Proper Display of Badges

1. Badges for administrative staff 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 and STI 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.

VII. 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.

IX. References

Policy Statement P-110100 entitled “Uniform Personnel Standards”

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

OP-040112 entitled “Employee/Volunteer/Intern 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”

57 O.S. § 510

X. 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: OP-110245 entitled “Standards for Employee Personal Appearance” dated November 19, 2020

Distribution: Policy and Operations Manual
Agency Website

Attachments	Title	Location
Attachment A	"Class B Dress Uniform"	Attached
Attachment B	“Insignias”	Attached
Attachment C	“Uniform Issuance Record”	Attached
Attachment D	“Request for Replacement Uniform”	Attached
Attachment E	“Badge Specifications”	Attached