

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103
	SUBJECT EMPLOYEE UNIFORMS	
SUPERSEDES 02.03.103 (01/05/2009)		AUTHORITY MCL 791.203; 791.206
PAGE 1 OF 4		

**POLICY STATEMENT:**

Employee uniforms, including accouterments and insignia, shall be issued and worn in accordance with this policy to ensure Department staff maintain a consistent professional appearance.

**RELATED POLICY:**

02.03.104 Grooming Regulations - Employee

**POLICY:**

GENERAL INFORMATION

- A. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.
- B. This policy does not apply to employees of the Special Alternative Incarceration Program (SAI). Uniform requirements for SAI employees are set forth in PD 02.03.121 "Special Alternative Incarceration Program Employee Uniforms."
- C. The Director or designee shall appoint a Uniform Committee to recommend the kinds and types of uniform items to be authorized pursuant to this policy, except as set forth in Paragraph L.
- D. The appropriate Deputy Director may issue an implementation schedule for full implementation of any uniform requirement set forth in this policy. The schedule may require that existing stock of uniform items be exhausted prior to issuing new items authorized by this policy.
- E. Supervisory staff shall be responsible for ensuring that employees wear uniform items as required by this policy. This shall include a shift commander inspection during roll call of those required to wear the corrections officer uniform. The Correctional Facilities Administration (CFA) Deputy Director shall develop standards to be used for such inspections in CFA, the Detroit Reentry Center (DRC), and the Detroit Detention Center (DDC).
- F. Employees shall wear uniform items only in the performance of their official duties, during travel directly to and from their work site, and, with supervisory approval, when representing the Department in their official capacity. Employees are prohibited from wearing a uniform item which has a Department insignia while in any establishment which serves alcohol on the premises except when representing the Department in their official capacity. Employees shall not purchase or consume alcoholic beverages while wearing a uniform item which has a Department insignia unless approved by the Director at official functions.
- G. Employees required to wear a uniform shall wear only authorized items while on duty. Clothing worn under uniform items (e.g., thermal underwear, personal undergarments, t-shirt), must not be visible, except that a white t-shirt may be visible at the collar only. In addition, an employee required to wear a corrections officer or transportation staff uniform may wear a black turtleneck or t-shirt under the uniform shirt if visible at the collar only.
- H. Employees wearing uniforms shall be permitted to wear badges, ribbon bars, lapel pins, service pins, rank insignia bars and medals only if issued by the Department. Ribbon bars and pins issued pursuant to PD 02.01.130 "Employee Recognition Awards/Pins" shall be worn as set forth in that policy. Military Service Lapel Pins may be worn as set forth in Paragraph I. In addition, health care staff may wear official pins or badges that represent attainment of a degree, diploma, or certificate in the health field.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103	PAGE 2 OF 4
-----------------------------------	------------------------------	---------------------	-------------

Employees who are exclusively represented by a collective bargaining unit also may wear authorized pins and insignia in accordance with that collective bargaining unit's agreement.

- I. In partnership with the Michigan Corrections Organization (MCO), Corrections Officers and uniformed staff who are active military branch members or veterans may wear approved Military Service Lapel Pins from their branch of service. The Director shall determine the style and size of the pins worn by uniformed staff and purchased from MCO. No other Lapel Pins will be allowed. If other employees are interested in purchasing these pins to wear while on duty, they will have to contact one of the Department military contact persons or MCO.
- J. An employee whose work site is in a correctional facility shall wear a name tag at all times while on duty unless required to wear a uniform shirt which includes a name tape. Name tags shall be worn on the right shirt pocket or, if there is no right shirt pocket, approximately four inches below the shoulder. Wardens, the Field Operations Administration (FOA) Deputy Director, and Bureau of Health Care Services (BHCS) Assistant Health Services Administrator (AHSA) shall ensure each of their employees employed at a correctional facility who is required to wear a uniform without a name tape receives four name tags to provide for an immediate replacement if a tag is lost or damaged. Other employees employed at a correctional facility shall be provided at least two name tags. Additional name tags shall be provided only at the employee's expense, unless otherwise approved by the Warden, FOA Deputy Director, or BHCS AHSA, as appropriate.
- K. Failure to wear required uniform items, wearing uniform items in an unauthorized or inappropriate manner, wearing unauthorized uniform items while on duty, or duplicating or replicating an unauthorized uniform item without authorization may result in discipline, as set forth in PD 02.03.100 "Employee Discipline."

#### AUTHORIZED UNIFORMS

- L. The CFA Deputy Director may identify the uniform to be worn by DRC and DDC uniformed staff, and CFA employees assigned to a special program or project (e.g., Emergency Response Team). The Budget and Operations Administration (BOA) Deputy Director also may identify the uniform to be worn by Ordnance Unit staff and Training Division staff.
- M. Employees identified in the following attachments are either required or permitted to wear the corresponding uniform items. However, an item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities:"
  - 1. Attachment A - Corrections Officers;
  - 2. Attachment B - Inspectors, Captains, Lieutenants and Sergeants;
  - 3. Attachment C - CFA Transportation Staff;
  - 4. Attachment D - Public Works Supervisors;
  - 5. Attachment E - Other Staff (Excluding Health Care);
  - 6. Attachment F - Health Care Staff.
- N. Only those employees authorized by this policy to wear uniforms shall be permitted to wear uniform items. Uniform items shall be worn only by the employee to whom they are issued.

#### Maternity Clothing

- O. Maternity clothing, as identified on the attachments to this policy, shall be issued as needed to female employees required to wear a uniform. Such clothing shall be returned when it is no longer needed.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103	PAGE 3 OF 4
-----------------------------------	------------------------------	---------------------	-------------

### Inclement Weather Clothing

- P. Items identified for inclement weather on Attachment A shall be issued to CFA employees who are required to wear a corrections officer uniform and are regularly assigned to the following positions, including as regular relief, as indicated on the Custodial Staff Assignment form (CAJ-176):
1. Yard Control
  2. Rover
  3. Vehicle Sallyport
  4. Transportation
- Q. Wardens may authorize inclement weather clothing identified in Attachment A to be issued to any employee regularly assigned to a position with outdoor work responsibilities.
- R. An employee issued inclement weather clothing pursuant to Paragraph P or Q shall be permitted to keep the clothing as long as s/he is regularly assigned to an assignment at that facility for which such clothing is authorized.
- S. Employees assigned on an intermittent or occasional basis to assignments authorized to be issued inclement weather clothing shall be issued such clothing at the beginning of each shift. The clothing shall be returned at the end of each shift. Wardens shall ensure sufficient clothing is available.

### PURCHASE OF UNIFORMS

- T. When available, uniforms shall be purchased from Michigan State Industries (MSI). Uniform items not available from MSI or through other existing state-wide contracts shall be purchased in accordance with Department of Technology, Management and Budget (DTMB) guidelines and facility procurement procedures.
- U. Uniform items identified on the attachments to this policy as being required shall be issued to employees at Department expense, unless indicated otherwise. Items identified as optional shall be issued only if requested by the employee. Employees may purchase additional authorized uniform items at their own expense from the facility at cost.

### ISSUANCE OF UNIFORMS

- V. The Training Division shall be responsible for the initial issue of all required uniform items for new corrections officers. Additional required uniform items for new corrections officers may be issued by the Training Division as approved by the Administrator of that Office or designee. Each Warden and BHCS AHSA and the Office of Parole and Probation Services (OPPS) Assistant Deputy Director (ADD) shall ensure all other uniform items are issued to his/her staff in accordance with this policy.

### CLEANING, REPAIR AND REPLACEMENT OF UNIFORMS

- W. It is the responsibility of each employee to maintain a clean and professional appearance at all times. Necessary dry cleaning and laundry service for uniforms shall be provided or paid for by the Department in accordance with collective bargaining unit agreements and Civil Service Commission rules and regulations. Dry cleaning and laundry service for other than full-time employees shall be paid for on a prorated basis.
- X. All facilities shall have extra appropriate clothing (e.g., uniforms/sweats) in appropriate/various sizes available to staff whose clothing becomes soiled by a bodily fluid during the performance of his/her duties.
- Y. Uniform items for exclusively represented employees shall be replaced or repaired in accordance with the appropriate collective bargaining unit agreement. Uniform items for employees not exclusively represented by a collective bargaining unit, or whose collective bargaining unit agreement does not

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103	PAGE 4 OF 4
-----------------------------------	------------------------------	---------------------	-------------

address uniform replacement or repair, shall be replaced or repaired as needed, as determined by the appropriate Warden, BHCS AHSA, or the OPPS ADD.

#### RETURN AND DISPOSAL OF UNIFORMS

- Z. All uniform items issued to an employee, including additional items purchased at his/her own expense which have a Department insignia, must be returned to the Department. Such items shall be returned when an employee is issued a replacement item, permanently transfers to a position not required to wear the uniform s/he has been issued, or leaves Department employment. Maternity clothing issued pursuant to Paragraph O and inclement weather clothing issued pursuant to Paragraphs P or Q also shall be returned as indicated in this policy.
- AA. After removal of all insignia, returned uniform items which cannot be reissued shall be disposed of in accordance with the DTMB regulations. Insignia which cannot be reused shall be disposed of in a manner that will protect against unauthorized use.

#### PROCEDURES

- BB. Wardens, the FOA Deputy Director, and the BHCS Administrator shall ensure that operating procedures are developed as necessary to implement requirements set forth in this policy directive within 60 calendar days after the effective date.

#### AUDIT ELEMENTS

- CC. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

#### ATTACHMENTS

- DD. This policy includes the following attachments:
  - 1. Attachment A - Corrections Officers
  - 2. Attachment B - Inspectors, Captains, Lieutenants and Sergeants
  - 3. Attachment C - CFA Transportation Staff
  - 4. Attachment D - Public Works Supervisors
  - 5. Attachment E - Other Staff (Excluding Health Care)
  - 6. Attachment F - Health Care Staff

APPROVED: HEW 03/27/2017

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103A	PAGE 1 OF 3
--------------------------------	------------------------------	----------------------	-------------

## ATTACHMENT A

### CORRECTIONS OFFICERS

The following clothing items constitute a corrections officer uniform and shall be worn by each corrections officer while on duty, except that items identified by an asterisk (\*) may be worn at employee's choice. Items identified by an asterisk (\*) which are requested by an employee shall be provided to the employee in the same manner as items required to be worn. An item identified on this attachment is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities."

All clothing items must be clean and serviceable, and have no fading.

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment. However, the patch must be purchased at the employee's expense and worn in the same manner as set forth in this attachment for shirts.

#### **SHIRT (INITIAL ISSUE: 6 - EMPLOYEE MAY CHOOSE EITHER LONG OR SHORT SLEEVE)**

MSI 0720 (men's short sleeve; to be phased out by attrition), 0820 (men's short sleeve with name tape), 0721 (men's long sleeve; to be phased out by attrition), 0821 (men's long sleeve with name tape), 0723 (women's short sleeve; to be phased out by attrition), 0823 (women's short sleeve with name tape), 0724 (women's long sleeve; to be phased out by attrition), 0824 (women's long sleeve with name tape): Gray. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"). Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **PANTS (INITIAL ISSUE: 6)**

MSI 0725 (men's; to be phased out by attrition), 2725 (men's), 0727 (women's; to be phased out by attrition), 2727 (women's): Black.

NOTE: Employees who were issued 4 pairs prior to the effective date of this policy shall not be provided an additional 2 pairs.

#### **BELT (INITIAL ISSUE: 1)**

MSI 2493, 2494 (to be phased out by attrition): Black; 1 to 2 inches in width.

#### **\* WINTER JACKET (INITIAL ISSUE: 1)**

MSI R702: Black; fingertip length.

OR

MSI R712: Black; waist length.

#### **\* SUMMER JACKET (INITIAL ISSUE: 1)**

MSI 0788 (to be phased out by attrition), Camp Branch Comm. #E788: Black; fingertip length; replaces raincoat/rainsuit jacket.

#### **\*SWEATER (INITIAL ISSUE: 1)**

Camp Branch Comm #4426: Black; zipper front or pullover style; wool or acrylic.

#### **\*SOLID BLACK HOODIE**

Only purchased at the employee's expense. Personal hoodies may only contain MDOC/State seal logos and/or employee names. Staff shall not wear personal hoodies while on assignment in the Administrative building or on an assignment that routinely deals with the public.

OR

#### **\*WINTER VEST (INITIAL ISSUE: 1)**

MSI R706: Black.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103A	PAGE 2 OF 3
--------------------------------	------------------------------	----------------------	-------------

**\*UNIFORM VEST (INITIAL ISSUE: 1 - FEMALES ONLY)**

MSI 3870: Black.

**FOOTWEAR (INITIAL ISSUE: 1 PAIR)**

MSI 2408 (men's), MSI 2409 (women's) Chukka Boots: Black.

NOTE: MSI is preferred vendor, however, employees may purchase boots at their own expense from outside vendors provided the boots are black with a smooth shiny finish (no patent leather), laced, heel not to exceed 1 1/2 inches when measured from bottom of heel to top of sole at back of boot. May have nylon side vents.

OR

MSI 2410 (men's) or 2412 (women's) Shoes: Black.

NOTE: MSI is preferred vendor, however, employees may purchase shoes at own expense from outside vendors provided the shoes are black oxford style laced shoes with smooth, shiny finish (no patent leather).

**SOCKS/HOSIERY**

Personal socks/hosiery are acceptable, but must complement the uniform if visible (e.g., black); if a medical condition exists requiring white socks/hosiery to be worn, socks/hosiery which complement the uniform (e.g., black) must be worn on top if visible.

**\*WINTER CAP (INITIAL ISSUE: 1)**

Black watch cap. Custody staff may purchase a solid black watch cap at their own expense. Personal black watch caps may only contain visible MDOC/State seal logos.

**\*SUMMER CAP (INITIAL ISSUE: 1)**

MSI 3902 (to be phased out by attrition), 3904: Black baseball-style cap.

**TIE (INITIAL ISSUE: 1)**

MSI 0738 (to be phased out by attrition), 0751: Black clip-on.

NOTE: Only required to be worn on assignments that have public contact; not required to be worn under unusual circumstances (e.g., heat alert), as determined by the Warden.

**TIE BAR**

Only Department issued tie bars may be worn.

NOTE: This item is required when a tie is worn.

**\*WINTER GLOVES**

Department issued black gloves. Custody staff may purchase solid black gloves at their own expense. Personal winter gloves may only contain MDOC/State seal logos.

**NAME TAGS**

MSI 3803 (to be phased out by attrition; to be worn if no name tape): white lettering on black. Name tags must be worn on right shirt pocket.

**\*UTILITY BELT**

MSI 2496 (to be phased out by attrition), 2586: Black; 2 inches in width with 2-inch plain black buckle.

NOTE: Although MSI is approved vendor, employee may purchase comparable item at own expense.

**POUCH-CPR**

MSI 2592-V, 2593-H: May order securing strap for the back of the pouch to attach to either a medical uniform or utility belt.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103A	PAGE 3 OF 3
--------------------------------	------------------------------	----------------------	-------------

**\*POUCH-HANDCUFF**

MSI 2590

NOTE: This item is required when cuffs are carried.

**\*HOLDER-MINI FLASHLIGHT**

MSI 2594

NOTE: Although MSI is approved vendor, employee may purchase comparable item at own expense.

**\*KEY HOLDER**

Black leather; plain; up to 4 inches in diameter.

NOTE: Only purchased at the employee's expense.

**MATERNITY CLOTHING**

**\*SHIRTS (ISSUE: 4 - EMPLOYEE MAY CHOOSE SHORT OR LONG SLEEVE)**

MSI 0718 (short sleeve; to be phased out by attrition), 0818 (short sleeve with name tape); 0719 (long sleeve; to be phased out by attrition), 0819 (long sleeve with name tape): Gray. A United States flag patch shall be centered one inch from the top seam of right sleeve with the union on the left and the stripes on the right. However, employees who are unable to wear a flag due to their religious beliefs are exempt from this requirement.

**\*PANTS (ISSUE: 4)**

MSI 0728 (to be phased out by attrition), 2728: Black.

**INCLEMENT WEATHER CLOTHING - RAIN GEAR**

**\*BLACK RUBBER BUCKLE RAIN BOOTS**

**\*RAINCOAT/RAINSUIT JACKET**

MSI 0780 (to be phased out by attrition), 0788 (to be phased out by attrition); to be replaced by summer jacket.

**\*RAINSUIT PANTS**

MSI 0786 (to be phased out by attrition), E786.

**INCLEMENT WEATHER - WINTER GEAR**

**\*BLACK LACE-UP WINTER BOOTS**

Not to exceed 14 inches as measured from the heel to the top of the boot. The heel is not to exceed 1 1/2 inches when measured from bottom of heel to top of sole at back of boot.

**\*BIB COVERALLS**

MSI R210

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103B	PAGE 1 OF 1
--------------------------------	------------------------------	----------------------	-------------

## ATTACHMENT B

### INSPECTORS, CAPTAINS, LIEUTENANTS, AND SERGEANTS

#### UNIFORM

Captains, lieutenants, and sergeants shall wear the uniform identified in Attachment A for corrections officers. Inspectors also shall wear this uniform if required by the Warden or FOA Deputy Director/designee. In CFA, and at the Detroit Reentry Center, a tie must be worn except under unusual circumstances (e.g., heat alert), as determined by the Warden. If a uniform is required, rank insignia shall be worn as follows:

#### SHIRT COLLAR INSIGNIA

**Inspector** - one gold oak leaf centered on each collar point with stem facing outside shoulder seam one inch from the lower edge of the collar with the center line of the insignia parallel to the lower edge of collar.

**Captain** - two silver bars centered on each collar point one inch from the lower edge of the collar with the center line of the insignia parallel to the lower edge of the collar.

**Lieutenant** - one silver bar centered on both collar points one inch from the lower edge of the collar with the center line of the insignia parallel to the lower edge of the collar.

**Sergeant** - three silver chevrons centered on both collar points one inch from the collar point with the center line on the insignia dissecting the point of the collar.

#### JACKET SHOULDER INSIGNIA

**Inspector** - one gold oak leaf centered one inch from the edge of each epaulet with the stem facing the outside shoulder seam.

**Captain** - two silver bars centered one inch from the edge of each epaulet parallel to the epaulet seam.

**Lieutenant** - one silver bar centered one inch from the edge of each epaulet parallel to the epaulet seam.

**Sergeant** - three silver chevrons centered one inch from the edge of each epaulet parallel to the epaulet seam, pointing toward the collar.



DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103C	PAGE 1 OF 1
--------------------------------	------------------------------	----------------------	-------------

## ATTACHMENT C

### CFA TRANSPORTATION STAFF

#### UNIFORM

CFA staff regularly assigned to a transportation position shall wear the uniform identified in Attachment A for corrections officers, except as set forth in this attachment. However, items identified by an asterisk (\*) may be worn at employee's choice. Items identified by an asterisk (\*) which are requested by an employee shall be provided to the employee in the same manner as items required to be worn. CFA and Detroit Reentry Center captains, lieutenants, sergeants, and inspectors regularly assigned to a transportation position also shall wear rank ties and insignia as set forth in Attachment B. An item identified on this attachment is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities."

#### **SHIRT (INITIAL ISSUE: 6)**

MSI E0740 (to be phased out by attrition), T740 (long sleeve with name tape), MSI T741 (short sleeve with name tape): Charcoal grey. A United States flag patch shall be centered one inch from the top seam of right sleeve with stripes on the left and the union on the right ("reverse flag"). Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **PANTS (INITIAL ISSUE: 6)**

MSI T0742: Charcoal grey.

#### **BOOTS (INITIAL ISSUE: 1 PAIR)**

Black laced boot; 8" in height; heel not to exceed 1 1/2 inches when measured from bottom of heel to top of sole at back of boot.

NOTE: MSI is preferred vendor when boot becomes available from MSI. When available from MSI, employees may continue to purchase boots at own expense from outside vendors provided the boots are smooth leather or leather and nylon construction (no patent leather) and heel does not exceed 1 1/2 inches when measured from bottom of heel to top of sole at back of boot.

#### MATERNITY CLOTHING

#### **\*SHIRTS (ISSUE: 4)**

MSI T0719: Charcoal grey; long sleeve. A United States flag patch shall be centered one inch from the top seam of right sleeve with the union on the left and the stripes on the right. However, employees who are unable to wear a flag due to their religious beliefs are exempt from this requirement.

#### **\*PANTS (ISSUE: 4)**

MSI T0728 (to be phased out by attrition), T2728: Charcoal grey.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103D	PAGE 1 OF 1
--------------------------------	------------------------------	----------------------	-------------

## ATTACHMENT D

### PUBLIC WORKS SUPERVISORS

The following clothing items constitute a uniform and shall be worn by each CFA public works supervisor while on duty, except that items identified by an asterisk (\*) may be worn at employee's choice. Items identified by an asterisk (\*) which are requested by an employee shall be provided to the employee in the same manner as items required to be worn. FOA public works supervisors shall wear the corrections officer uniform as set forth on Attachment A. An item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities."

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment; however, the patch must be purchased at the employee's expense and worn in the same manner as set forth in this attachment for shirts.

#### **SHIRT (INITIAL ISSUE: 6)**

MSI 0720 (men's short sleeve), 0721 (men's long sleeve), 0723 (women's short sleeve), 0724 (women's long sleeve): Khaki. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"). Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **PANTS (INITIAL ISSUE: 6)**

MSI 0742, 0471, 0472: Brown.

#### **\*OUTERWEAR/FOOTWEAR**

The Warden or FOA Deputy Director/designee shall ensure appropriate outerwear and footwear are authorized and issued in accordance with the appropriate collective bargaining unit agreement. Authorization to wear outerwear and footwear shall be based upon specific job assignment(s), weather conditions and other relevant factors. Outerwear shall be brown.

### MATERNITY CLOTHING

#### **\*SHIRTS (ISSUE: 4 - EMPLOYEE MAY CHOOSE SHORT OR LONG SLEEVE)**

MSI 0718, 0719: Khaki. A United States flag patch shall be centered one inch from the top seam of right sleeve with the union on the left and the stripes on the right. However, employees who are unable to wear a flag due to their religious beliefs are exempt from this requirement.

#### **\*PANTS (ISSUE: 4)**

MSI 0742, 0728: Brown.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 11/01/2018	NUMBER 02.03.103E	PAGE 1 OF 2
--------------------------------	------------------------------	----------------------	-------------

## ATTACHMENT E

### OTHER STAFF (EXCLUDING HEALTH CARE)

The following clothing items constitute a uniform and shall be worn by each employee in the identified position while on duty, except that items identified by an asterisk (\*) may be worn at employee's choice. Items identified by an asterisk (\*) which are requested by an employee shall be provided to the employee in the same manner as items required to be worn. An item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities."

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment. However, the patch must be purchased at the employee's expense and worn in the same manner as set forth in this attachment for shirts.

### INDUSTRY SUPERVISORS

NOTE: Employees who request these items shall be required to wear them.

#### **\*SHIRTS**

MSI 0743 (short sleeve) or MSI 0744 (long sleeve): Khaki. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"). Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **\*PANTS**

MSI 0740: Brown work pants.

#### **\*OUTERWEAR/FOOTWEAR**

The Warden shall ensure appropriate outerwear and footwear are authorized and issued in accordance with the appropriate collective bargaining unit agreement. Authorization to wear outerwear and footwear shall be based upon specific job assignment(s), weather conditions, and other relevant factors. Outerwear shall be brown with a Department patch on the top of left sleeve of jackets and on front left side of bib coveralls.

### MAIL ROOM, RECORD OFFICE, DATA PROCESSING EMPLOYEES, FINGERPRINT TECHNICIANS

#### **\*SMOCK (INITIAL ISSUE: 2)**

MSI 0163; 0164: Light blue; either 30 or 42 inches long.

### FOOD SERVICE SUPERVISORS

#### **PANTS (INITIAL ISSUE: 5)**

MSI 2725; 2727: Black

#### **SHIRT (INITIAL ISSUE: 5)**

MSI 0825, Black with a Department patch on the top left sleeve. A United States flag patch shall be centered one inch from the top seam of the right sleeve with the stripes on the left and the union on the right ("reverse flag"). Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **SHOES (INITIAL ISSUE: 1 PAIR)**

MSI 2410 (men's/MSI 2412 (women's) Shoes: Black

NOTE: MSI is the preferred vendor, however, employees may purchase shoes at their own expense from outside vendors provided the shoes are black oxford style lace-up shoes with smooth, shiny finish (no patent leather), and non-slip. The shoes must compliment the uniform.

#### **\*TIE (INITIAL ISSUE: 2)**

MSI 0751 Black clip-on.

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 11/01/2018	NUMBER 02.03.103E	PAGE 2 OF 2
--------------------------------	------------------------------	----------------------	-------------

**\*TIE BAR**

MSI 0915: Only Department issued tie bars may be worn.

NOTE: This item is required when a tie is worn.

**\*SWEATER (INITIAL ISSUE: 2)**

MSI 0830: Black; zipper front style pullover.

**\*WINTER JACKET (INITIAL ISSUE: 1)**

MSI R702: Black; fingertip length with removable hood.

OR

MSI R712: Black; waist length with removable hood.

**MATERNITY CLOTHING**

**\*SHIRTS (ISSUE: 5 - EMPLOYEE MAY CHOOSE EITHER LONG OR SHORT SLEEVE)**

MSI 0718, 0719: White; maternity style. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"). Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

**\*PANTS (ISSUE: 5)**

MSI 2728: Black.

APPROVED: HEW 10/18/2018

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 05/22/2017	NUMBER 02.03.103F	PAGE 1 OF 1
--------------------------------	------------------------------	----------------------	-------------

## **ATTACHMENT F**

### **HEALTH CARE STAFF**

The following clothing items constitute a uniform and shall be worn by health care staff in the identified positions who have direct contact with prisoners in the performance of their duties, except that items identified by an asterisk (\*) may be worn at employee's choice. An item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities." The number of items issued to each employee shall be in compliance with that employee's collective bargaining unit agreement or, for those who are not exclusively represented by a collective bargaining unit or whose collective bargaining unit agreement does not address uniforms, as determined by the BHCS Regional Health Administrator.

If an item is not available through the Department, the employee may choose to purchase and be reimbursed for an item pursuant to a collective bargaining unit agreement. S/he shall not be issued the same item at Department expense. The maximum amount of reimbursement for any item shall not exceed the maximum set forth by the Department or as specifically set forth in the applicable collective bargaining unit agreement.

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment. However, the patch must be purchased at the employee's expense. If worn, the patch must be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag").

#### **X-RAY TECHNICIAN AND LABORATORY TECHNICIAN**

Technician's jacket (MSI 0112), lab coat (MSI 0160), health care jacket (MSI 0159) or surgical scrubs (MSI 0153, 0154, 0155, 0156, 0157, 0158).

NOTE: Although MSI is the approved vendor, an employee may purchase a comparable item at his/her own expense.

#### **REGISTERED NURSE AND LICENSED PRACTICAL NURSE**

Surgical scrubs (MSI 0153, 0154, 0155, 0156, 0157, 0158) or pant-style nursing uniform, and athletic or nursing shoes with closed toe and closed or strapped back.

#### **CORRECTIONS MEDICAL AIDE AND CORRECTIONS MEDICAL UNIT OFFICER**

Surgical scrubs (MSI 0153, 0154, 0155, 0156, 0157, 0158) or pant-style nursing uniform.

#### **DENTAL AIDE**

Surgical scrubs (MSI 0153, 0154, 0155, 0156, 0157, 0158) or pant-style nursing uniform, and athletic or nursing shoes with closed toe and closed or strapped back.

Technician's jacket (MSI 0112) or physician's coat (MSI 0162).

NOTE: Although MSI is the approved vendor, an employee may purchase a comparable item at his/her own expense.

#### **DENTAL HYGIENIST**

Surgical scrubs (MSI 0153, 0154, 0155, 0156, 0157, 0158) or pant-style nursing uniform.

#### **DIETICIAN**

Lab coat or jacket (MSI 0160, 0162, 0163, 0164).