

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 03/01/2001	NUMBER 02.03.121
	SUBJECT SPECIAL ALTERNATIVE INCARCERATION PROGRAM EMPLOYEE UNIFORMS	
SUPERSEDES 02.03.121 (10/24/94)		AUTHORITY MCL 791.203; 791.206
ACA STANDARDS NONE		PAGE 1 OF 3

**POLICY STATEMENT:**

Special Alternative Incarceration Program facility (SAI) 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:**

02.03.120 Grooming Standards: Special Alternative Incarceration (SAI) Staff

**POLICY:**

GENERAL INFORMATION

- A. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.
- B. Supervisory staff shall be responsible for ensuring that employees wear uniform items as required by this policy. The shift commander shall conduct a daily inspection of those required to wear the custody staff uniform. The inspection shall be conducted during roll call for each shift.
- C. 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.
- D. Employees wearing uniforms shall be permitted to wear badges, service pins, rank insignia and medals only if issued by the Department. Badges shall be inventoried semi-annually in January and July, and the inventory sent to the Deputy Warden. In addition, health care staff may wear official school pins or badges that represent attainment of a degree, diploma or certificate in the health field. 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.
- E. Name tags shall be visibly worn at all times by custody staff employed at the SAI facility while on duty, unless the employee is wearing the physical training uniform. The SAI Administrator shall ensure each custody staff person receives two name tags. Additional name tags shall be provided only at the employee's expense, unless otherwise approved by the SAI Administrator or designee.
- F. Employees required to wear a uniform shall wear only authorized items while on duty. Failure to wear required uniform items, wearing uniform items in an unauthorized or inappropriate manner, or wearing unauthorized uniform items while on duty may result in discipline, as set forth in PD 02.03.100 "Employee Discipline".

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### AUTHORIZED UNIFORMS

- G. Employees identified in the following attachments are either required or permitted to wear the corresponding uniform items:
1. Attachment A - Custody Staff
  2. Attachment B - Food Service Staff
  3. Attachment C - Health Care Staff
- H. 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

- I. Maternity style clothing shall be issued as needed to female employees required to wear a uniform. For employees required to wear the custody staff uniform, an additional physical training uniform shall be provided for this purpose. Such clothing shall be returned when it is no longer needed.

### PURCHASE OF UNIFORMS

- J. 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 Management and Budget (DMB) guidelines and appropriate procurement procedures.
- K. 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. Before any additional purchased item may be worn, it shall be inspected and approved by the SAI Inspector.

### ISSUANCE OF UNIFORMS

- L. The SAI Administrator shall ensure that required uniform items are issued to new employees in accordance with this policy. Staff required to wear a custody staff uniform shall wear only those uniform items which have been issued, including the appropriate name tag, while participating in new employee training. Custody staff must complete the SAI drill instructor academy prior to being issued the campaign cover, badges and rank insignia, unless otherwise approved by the SAI Administrator or designee.

### CLEANING, REPAIR AND REPLACEMENT OF UNIFORMS

- M. 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 Department of Civil Service Rules. Dry cleaning and laundry service for other than full-time employees shall be paid for on a prorated basis.
- N. Uniform items for exclusively represented employees shall be replaced or repaired in accordance with the appropriate collective bargaining unit agreement. Uniform items for employees who are not exclusively represented or whose collective bargaining unit agreement does not address uniform replacement or repair shall be replaced or repaired as needed, as determined by the Deputy Warden or designee.

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### RETURN AND DISPOSAL OF UNIFORMS

- O. All issued uniform items and additional items purchased at an employee's own expense which have a Department insignia must be returned to the Department when the employee is issued a replacement item, permanently transfers to a position not required to wear the uniform item s/he has been issued, or leaves Department employment. Employees also may be required to return uniform items upon suspension or leave of absence, as determined by the Field Operations Administration (FOA) Deputy Director or designee. Maternity clothing issued pursuant to Paragraph I also shall be returned as indicated in this policy.
- P. After removal of all insignia, returned uniform items which cannot be reissued shall be disposed of in accordance with the DMB Administrative Guide for State Government. The SAI Administrator shall ensure that insignia which cannot be reused are disposed of in a manner that will protect against unauthorized use.

### AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and will be provided to the SAI Administrator to assist with the self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:01/23/01

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## **ATTACHMENT A**

### **CUSTODY STAFF**

The following items constitute custody staff uniforms. Uniform items shall be issued and are required to be worn as indicated, except that items identified by an asterisk (\*) may be worn at employee's choice. 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 "Disabled Employees and Job Applicants".

If an employee is allowed to purchase and be reimbursed for an item pursuant to a collective bargaining unit agreement or as set forth below, s/he shall not be issued the same item at Department expense. The maximum amount of reimbursement for any item shall be in compliance with the applicable collective bargaining unit agreement or, for those who are not exclusively represented or whose collective bargaining unit agreement does not address the uniform item, as determined by the FOA Deputy Director.

The following uniform items shall be issued to all custody staff, unless otherwise indicated:

#### **GENERAL UNIFORM ITEMS**

One black, 1-1/2 inch garrison belt with a silver buckle for a Corrections Officer 8 through Lieutenant, or with a gold buckle for Captains and Inspectors.

One black campaign hat with one silver acorn (i.e., braiding) for Sergeants and Lieutenants, or with a gold acorn for Captains and Inspectors.

One black soft hat, BDU style.

\*One black winter jacket.

\*One pair winter gloves.

\*One black lightweight jacket.

Two MDOC badges and one hat badge.

Two name tags; silver for Corrections Officer 8 through Lieutenant; gold for Captains and Inspectors.

\*One black watch cap (i.e., knit cap).

\*One pair of cold weather bib overalls.

\*One parka.

\*One raincoat.

#### **FATIGUE UNIFORM**

Five blue fatigue long sleeve shirts with patches.

Five pairs of blue fatigue trousers with stripe.

One pair solid black high-top military style boots.

**Note:** In lieu of receiving Department-issued boots, employees may choose to purchase and wear comparable personal boots, subject to the approval of the Deputy Warden or designee. Reimbursement for personal boots shall be determined by the FOA Deputy Director or designee.

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## ATTACHMENT A - continued

### CUSTODY STAFF

Two white t-shirts; only required to be worn from May 16<sup>th</sup> through September 14<sup>th</sup>.

Two black t-shirts; only required to be worn from September 15<sup>th</sup> through May 15<sup>th</sup>.

\*Black turtleneck, to be purchased by employee; may only be worn from September 15<sup>th</sup> through May 15<sup>th</sup>.

White athletic socks, to be purchased by employee; only required to be worn if employee chooses to wear fatigue uniform shorts.

### DRESS UNIFORM

Captains and Inspectors have the option of being issued three fatigue uniform shirts and trousers instead of five and being issued the following:

Three pairs of blue dress trousers with stripe.

Six dress shirts; employee may choose either long or short sleeve.

White t-shirt; only required to be worn if employee chooses to not wear a tie from May 16<sup>th</sup> through September 14<sup>th</sup>.

**Note:** As part of the fatigue uniform above, employees are issued two white t-shirts total; additional white t-shirts will not be issued as part of the dress uniform.

Two ties.

Black socks, to be purchased by employee.

One pair patent leather oxfords.

**Note:** In lieu of receiving Department-issued shoes, employees may choose to purchase and wear comparable personal shoes, subject to the approval of the Deputy Warden or designee. Reimbursement for personal shoes shall be determined by the FOA Deputy Director or designee.

### PHYSICAL TRAINING UNIFORM

Two pairs of black shorts.

Black t-shirt.

**Note:** As part of the fatigue uniform above, employees are issued two black t-shirts total; additional black t-shirts will not be issued as part of the physical training uniform.

\*One black outer shell shirt and pants.

\*One solid black baseball-style cap.

**Note:** Employees may purchase the above physical training uniform items at their own expense provided the items are black, are of a comparable style and have no visible brand name labels, subject to approval from the Deputy Warden or designee.

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## ATTACHMENT A - continued

### CUSTODY STAFF

One pair athletic shoes, to be purchased by employee.

**Note:** Employees shall be reimbursed for the initial purchase of athletic shoes and, if determined necessary by the Deputy Warden or designee, replacement shoes; however, employees may not be reimbursed for the purchase of more than two pairs of athletic shoes per year.

### RANK DESIGNATION INSIGNIA

For a Corrections Officer 8 and SAI Officer 9, four pin-on silver "S.A.I." collar insignia.

For a SAI Officer 10, three pin-on silver corporal insignia (i.e., two stripes), two sets of sew-on rank insignia, and two pin-on silver "S.A.I." collar insignia.

For a Sergeant, three pin-on silver sergeant insignia (i.e., three stripes), two sets of sew-on rank insignia, and two pin-on silver "S.A.I." collar insignia.

For a Lieutenant, three sets of pin-on silver lieutenant insignia (i.e., single bar) - one of standard size and two larger size sets, two sets of sew-on rank insignia, and two pin-on silver "S.A.I." collar insignia.

For a Captain, two sets of pin-on gold captain insignia (i.e., two bars) - one of standard size and two larger size sets, and two pin-on gold "S.A.I." collar insignia.

For an Inspector, two sets of pin-on gold inspector insignia (i.e., oak leaf) - one of standard size and two larger size sets, and two pin-on gold "S.A.I." collar insignia.

### WEARING OF UNIFORM ITEMS

#### **Fatigue Uniform:**

The shirt shall be worn tucked inside the trousers at all times. A white t-shirt shall be worn under the uniform shirt from May 15<sup>th</sup> through September 15<sup>th</sup> and a black t-shirt or turtleneck shall be worn from September 16<sup>th</sup> through May 14<sup>th</sup>, visible at the collar only. The trousers shall be worn bloused over the boots. Staff may elect to alter some of their shirts into short sleeve shirts at their own expense. The shirt sleeve shall be hemmed or rolled up to give the appearance of being block rolled, with a 3 to 4-inch wide hem or roll. The bottom of the sleeve should be 3 to 4 inches above the elbow. Staff may elect to alter some of their trousers into shorts at their own expense. Staff may elect to wear shorts from May 15<sup>th</sup> through September 15<sup>th</sup>. The bottom edge of the shorts must be three to four inches above the knee cap with a 1-1/2 inch cuff. Shorts shall only be worn with short sleeve shirts and must be accompanied by white athletic socks of an appropriate length to create a 1 to 2-inch blocked roll at the top of the boot. Short sleeve shirts and shorts must be inspected and approved by the Deputy Warden or designee prior to being worn. When wearing any version of the fatigue uniform, a proper gig line (i.e., alignment of the shirt buttons, belt buckle and trousers) shall be maintained. The badge shall be worn attached to the holders provided on the uniform shirt and, if worn, jacket. The name tag shall be worn centered over the right breast pocket. The bottom of the name tag shall be parallel with the top seam of the pocket and touching it.

#### **Dress Uniform:**

The shirt shall be tucked into the trousers. A tie is required to be worn from September 15<sup>th</sup> through May 15<sup>th</sup>; the tie is optional from May 16<sup>th</sup> through September 14<sup>th</sup>. When a tie is worn, employees may also wear a round gold MDOC tie tack. When a tie is not worn, the collar shall be worn open and a white t-shirt shall be worn under the uniform shirt, visible at the collar only. A proper gig line shall be maintained at all times. The campaign hat shall be worn with this uniform. The badge shall be worn attached to the holders provided on the uniform shirt and, if worn, jacket. The name tag shall be worn centered over the right breast pocket. The bottom of the name tag shall be parallel with the top seam of the pocket and touching it.

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## ATTACHMENT A - continued

### CUSTODY STAFF

#### **Physical Training Uniform:**

Only staff required by the Deputy Warden or designee to conduct physical training shall wear the physical training uniform. The physical training uniform items may be worn in any combination, subject to the approval of the Deputy Warden or designee. Athletic shoes or boots may be worn.

#### **Head Gear:**

1. The campaign hat shall be worn only with either the dress uniform or the fatigue uniform, unless another hat is authorized to be worn. The hat must be worn at all times unless the employee is in an office, classroom or indoor meeting. The campaign hat shall be worn centered on the head, tilted slightly forward with the headband one finger's width above the eyebrow and with the head strap secured on the back of the head. Hair is not to protrude from under the hatband over the forehead. The hat badge shall be centered on the campaign cover and secured through the hole provided. A sergeant or above shall wear the appropriate color acorn (i.e., silver or gold) on the campaign hat.
2. The soft hat shall be worn with the fatigue uniform unless another hat is authorized to be worn. The hat must be worn at all times unless the employee is in an office, classroom or indoor meeting. The soft hat shall be worn centered on the head; it is not to be worn set back on the head so that the bill is pointing upward. Hair is not to protrude from under the headband over the forehead. Corrections Officer 8 and SAI Officer 9 shall wear the "S.A.I." insignia centered on the front of the soft hat. SAI Officer 10 and above shall wear their rank insignia centered on the front of the soft hat.
3. The baseball-style cap may be worn with the physical training uniform, at the employee's choice. When worn, the cap shall be centered on the head; it is not to be worn set back on the head so the bill is turned upward. Hair is not to protrude from under the headband over the forehead. The "S.A.I." and rank insignia shall be worn in the same manner as on the soft hat.
4. The black watch cap may be worn only outdoors with winter outerwear.

#### **Collar Insignia:**

1. Corrections Officer 8 and SAI Officer 9 shall wear the "S.A.I." collar insignia on both shirt collars, one inch in from the front edge and centered between the top and bottom of the collar.
2. SAI Officer 10 and above shall wear the "S.A.I." collar insignia on the right collar and their rank insignia on the left collar. Both insignia shall be worn one inch in from the front edge and centered between the top and bottom of the collar.

#### **Jacket Rank Insignia:**

1. SAI Officer 10s and Sergeants shall wear sew-on rank insignia on their jacket, one inch below the MDOC patch and the American flag.
2. Lieutenants, Captains and Inspectors shall wear pin-on rank insignia on the shoulders of their jacket, centered on the top seam, one inch in from the sleeve seam; larger sets shall be worn on the epaulets of their jackets.
3. On jackets with raglan sleeves, collar insignia shall be worn in the same manner as on the uniform shirt.

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## ATTACHMENT B

### FOOD SERVICE STAFF

The following clothing items constitute a uniform and are required to be worn by all Food Service staff (Cooks and Supervisors) while on duty, except that items identified by an asterisk (\*) may be worn at employee's choice. 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."

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

MSI 2725, 2727: Black; uniform trouser.

#### **SHIRT (INITIAL ISSUE: 7)**

MSI 0825; Black; three pockets (one left-side chest and one on each lower side of the shirt), name patch four inches below the left shoulder, a Department patch on the top of the right sleeve.

#### **SHOES**

Employees shall purchase shoes in accordance with the appropriate collective bargaining unit agreement. Shoes shall be black, non-skid, with a full leather upper (no patent leather).

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

MSI 0830: Black; zipper front style.

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

MSI R712: Black; waist length with removable hood.

### MATERNITY CLOTHING

#### **SHIRTS (ISSUE: 5)**

MSI 0827: Black; maternity style; three pockets (one left-side chest and on each lower side of shirt), name patch four inches below the left shoulder, a Department patch on the top of the right sleeve.

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

MSI 2728: Black; maternity style, uniform trouser.

APPROVED: HEW 10/18/2018