



Virginia Department of Corrections

Human Resources

Operating Procedure 105.1

Employee Uniforms

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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PURPOSE

This operating procedure prescribes the authorization for wear, composition including authorized insignia and accouterments, and classification of uniforms, and the occasions for wearing Department of Corrections uniforms.

PROCEDURE

I. Management of Uniforms

A. Employee Attire and Grooming

1. Employees wearing any DOC uniform must recognize that they represent the entire DOC to the public.
2. All employees must be appropriately attired and well-groomed whenever on duty or otherwise in uniform.
3. All employees must present a professional image.
 - a. All employee uniforms, uniform items, and optional items must be worn exactly as described herein.
 - i. Facility Unit Heads may authorize Corrections Officer to cover their badge with a single strip of black tape in honor of a fallen law enforcement officer.
 - ii. Facility Unit Heads may authorize temporary modifications to the prescribed corrections officer uniform staff for special circumstances (i.e., injury or other physical or health reasons). Color and style of modified items should approximate approved uniform items to the extent possible.
 - iii. Other than as authorized in this operating procedure, any modification to or deviation from the uniform requirements must be approved by the Chief of Corrections Operations.
 - b. The wearing of a partial uniform is not permitted.
 - c. The uniform will only be worn to and from work and during each tour of duty.
 - d. Badges are not to be displayed or used in any manner or fashion while off duty.
 - e. While in uniform, the purchasing or consumption of alcoholic beverages or engaging in other activities that might reflect negatively on the Department of Corrections is prohibited.
 - f. Non-custodial staff must not wear Corrections Officer uniform parts, badges, or insignia.
4. Previously approved uniform items may be worn until existing facility and VCE warehouse stocks are exhausted and the items are no longer serviceable.

B. Issue, Replacement, Re-issue of Uniform Parts

1. The employing facility or unit will furnish all required items to uniformed staff except socks, shoes, and underwear.
2. Nametag/tape, whistle, chain, whistle clasp, insignia of rank, belt, and glove case are issued on a one-time basis. Except for normal wear and tear and promotion/demotion, the responsibility for replacement of these items rests with the employee. The Facility Unit Head may replace those items destroyed, lost, or deemed unserviceable in the line of duty.
3. Items of uniform clothing that are no longer serviceable should be replaced as needed. Before issuing any replacement clothing, the Facility Unit Head or designee must receive a like item of unserviceable clothing from the employee. Unserviceable items will not be re-issued, but must be destroyed and disposed of to ensure they may not be accessible to unauthorized persons. The clothing officer must maintain documentation of all destroyed items.

C. Recovery of State Property

1. The facility must recover all parts of the uniform and other state property, including identification cards, issued to an employee whenever an employee is terminated, retires, or transfers to a non-uniform position.
2. The employee must promptly return any uniform items that are no longer authorized for wear.



- a. The employee must return items issued due to special assignment such as Strike Force or Honor Guard when no longer participating in that special assignment.
 - b. A [Security Uniform Issue Receipt](#) 105_F1 or [Non-Security Uniform Issue Receipt](#) 105_F2 must be completed and signed when uniforms are issued.
 - c. Signature of the *Uniform Issue Receipt* authorizes deduction from the employee's pay for the replacement cost of any items not promptly returned.
 - d. Signature by the clothing officer confirms return of all issued items.
3. When an employee transfers or promotes from one facility to another in a uniform position, the employee will retain all uniform items with the exception of leather items. No inter-departmental transfer accounting action is required.
 4. An employee who transfers from a uniform position to a non-uniform position must return all uniform items to the facility where they last served in uniform.
 5. The Facility Unit Head or designee will determine what items of property are serviceable or non-serviceable. Serviceable items will be laundered and placed in stock for re-issue as required. Non-serviceable items must be destroyed in accordance with this operating procedure.
 6. The employee is accountable for all issued uniform parts and other issued state property. If the employee cannot satisfactorily account for any items of property, the Facility Unit Head must:
 - a. Notify the employee that within three working days he/she must make payment for the computed cost of the items in the form of a check or money order payable to the Department of Corrections.
 - b. If, after three working days, no payment has been received, the Facility Unit Head will initiate payroll check withholding procedures per Operating Procedure 250.1, *Paycheck Receipt, Distribution, and Withholding*, to cover the computed cost of the items.
 7. The Facility Unit Head has the responsibility for establishing and maintaining adequate records for uniform issue, re-issue, return, and destruction.

D. Storage of Uniforms

1. All State employee uniforms must be stored outside of the facility security perimeter in a location secure from the access of offenders and civilians.
2. Inventories must be maintained and updated to ensure accountability of all uniform items.

E. Accommodations

1. Requests for an exception to any provision of this operating procedure as a religious accommodation must be provided in writing by the employee to their immediate supervisor. The Facility Unit Head or designee must consult with the DOC Human Resource Equal Employment Opportunity Office before honoring or rejecting the request.
2. Requests for an exception to any provision of this procedure as a reasonable accommodation for a known medical condition must be made in accordance with Operating Procedure 150.3, *Reasonable Accommodations*.

II. Corrections Officer Uniform

- A. The Chief of Corrections Operations establishes specifications for Corrections Officer uniforms and equipment.
- B. All uniformed Corrections Officer staff will comply with this operating procedure.
 1. Corrections Officer staff who serve as investigators and intelligence officers are not required to wear the Corrections Officer uniform while performing these duties. Such staff must comply with all other requirements in the *Officer Bearing and Appearance* section of this operating procedure.
 2. Training instructors and students are not required to wear the Corrections Officer uniform on days that they expect to participate in such activities as physical fitness training, defense tactics, and weapons



training/range.

- C. All Community Corrections uniformed Corrections Officer staff will comply with this operating procedure unless otherwise approved by the Chief of Corrections Operations. Facilities with the Chief of Corrections Operations waiver to this procedure will generate a facility specific implementation memorandum.
- D. Uniforms are to be purchased only from VCE or authorized contractors. Items available from VCE may not be purchased from other sources without the expressed written approval of the Chief of Corrections Operations.
 - 1. Uniform Designations (see Attachment 4, *Corrections Officer Uniform - Examples* for pictures of each type uniform)
 - a. The dress uniform consisting of the long sleeve shirt and tie is designated the Class A uniform.
 - b. The dress uniform consisting of the short sleeve shirt is designated the Class B uniform.
 - c. The polo shirt/cargo pant uniform is designated as the Work uniform.
 - 2. The Facility Unit Head must designate posts that require the dress uniform and posts that allow the work uniform to be worn.
 - a. Posts with significant public contact (transportation, front entry, visitation, etc.) require staff to wear the dress uniform. Exceptions may be made as necessary for staff relief and emergency situations.
 - b. The work uniform may be worn for institutional post assignments that do not have significant public contact and for supervision of all offender work crews.
 - c. Each type uniform must be worn as a complete uniform i.e., the work uniform shirt may not be worn with the dress uniform pants.
 - d. Each uniformed Corrections Officer should be issued a total of 4 uniforms.
 - i. Most Officers should be issued one dress uniform and three work uniforms.
 - ii. Officers that work primarily posts with public contact (transportation, front entry, etc.) should be issued three dress uniforms and one work uniform.

3. Uniform Issue

a. Dress Uniform

Jacket, with liner	1	State Contract
Sweater	1 (Facility Option)	State Contract
Hat, Class A	1 (Special Assignments)	State Contract
Hat, Class B	1 (Special Assignments)	State Contract
Officer Summer Hat, (baseball type)	1	VCE
Officer Winter Cap (watch cap)	1	VCE
Shirt, Long Sleeve	1	VCE
Shirt, Short Sleeve	1	VCE
Ties, Navy Blue	1	VCE
Name Tags	1	VCE
Whistle, Whistle Clasp and Chain	1	State Contract
Insignia of Rank	2	State Contract
Trousers (standard uniform)	1	VCE
Belt, Black	1	State Contract
Glove Case	1	VCE
Utility belt	1	State Contract

b. Work Uniform



Shirt, Long Sleeve (Polo style)	1	VCE
Shirt, Short Sleeve (Polo style)	1	VCE
Pants (Cargo style)	1	VCE
Coveralls	As needed for special assignments	VCE

4. Corrections Officers appearing in court as a witness, defendant, etc. must wear the Class A uniform (long sleeve shirt and tie) and dress hat. Those officers escorting offenders may wear the Class A or Class B uniform and dress hat (no ball cap).
5. Canine/Strike Force Uniform (Strike Force is issued at least one strike force uniform set in addition to standard uniform issue; Canine handlers are issued three full sets of canine uniform items (three each long and short sleeve shirts) instead of standard uniform items.)
 - a. Canine/Strike Force members must wear the designated two-piece navy blue uniform. The uniform will consist of one shirt with DOC patch on each sleeve, one pair of pants, and one pair of black military type boots (jump boot), one DOC authorized ball cap to be worn while on duty in this uniform. All accouterments worn on the Canine/Strike Force uniform must be made of cloth.
 - b. Canine handlers will be issued one tactical style parka, two sets of Under Armor cold gear, and one booney cap – navy blue in addition to the three full sets of canine uniform items.
 - c. NOTE: Canine handlers may replace the insignia of rank pin worn on the right collar with a “K-9” insignia pin. The cloth nametag must be worn with this uniform. The necktie and whistle are not to be worn with this uniform shirt. The whistle may be carried in the pants pocket or shirt pocket.
 - d. This uniform is restricted to Canine/Strike Force members and must only be worn by Strike Force when the team has been activated or during training exercises. Strike Force members must wear the dress or work uniform when on routine post assignment.
 - e. The only authorized head cover for the Strike Force uniform is the DOC ball cap or the riot helmet.
 - f. Pants legs of this uniform must be worn bloused.
6. Honor Guard Uniform (See Attachment 3, *Honor Guard Uniform.*) - all Honor Guard Uniforms must be consistent

Uniform Items	Issue	Source
Class A Uniform from above		
Hat, Campaign Hat	1	State Contract
Hat, Strap Black Leather	1	
Hat, Acorns Silver	1	
Coat, Single Breasted 4 Button	1	State Contract
Shoulder Cord, White –Left Shoulder	1	
Belt, White Webbed – Smooth Buckle	1	
Glove, White Parade	1	
Ascot, White	1	
Military Boots, White Laces	1	
Flag Belt, White		
Badge	1	

E. All Corrections Officers must be issued the same uniform style

F. Alterations

1. VCE supplies uniforms with the cloth badge and/or patches attached to the shirt.
2. All uniform pants will come from VCE without hems. The facility may enter into an agreement with a laundry or tailor to hem uniforms, or the facility may ask the individual officer if they wish to do it



themselves. The facility cannot require officers to hem their own pants.

3. No embroidery i.e., institutional name or employee name, may be added to the work uniform shirt.

G. Officers Uniform Accommodations for Pregnancy

1. When pregnant Officers can no longer wear the standard uniform, they will be issued the "maternity officer/security shirt" provided through VCE.
2. Maternity security uniforms will be supplied on a temporary basis. These uniforms are to be returned to the facility clothing room within a reasonable time following pregnancy.
3. Facilities that need to issue uniforms for Officers during pregnancy are to first contact other facilities to determine if the items are available prior to ordering from VCE.



H. Wearing of Accouterments



1. Badges - Sew on badge patches must be worn on jackets, Class A and B uniforms, work uniforms and canine/strike force uniforms. Badge patches worn on shirts and coats will be centered over the left pocket area to ensure that the bottom of the badge touches the top of the pocket if applicable. If the shirt, jacket or sweater does not have breast pockets or pre-sewn patches to locate the badge, the badge should be located about $\frac{3}{4}$ of the height from the waist to the top of the shoulder.
2. Department Patches - The DOC uniform patch will be worn by all uniformed staff on both sleeves of shirts (dress uniform only) and jackets of the uniform. It will be centered under the epaulet or center of the shoulder directly below the shoulder/sleeve seam on the jacket or shirt.
3. Instructor Patches - Training officers will wear a DOC patch on the left sleeve only. The Instructor Rocker, the Criminal Justice Service Commission patch, and rockers identifying certification (firearms, defensive tactics, and Driver Training) will be worn on the right sleeve only on shirts (dress uniform only) and jackets.
4. Special Service Pins
 - a. Years of Service Pin - The Years of Service Pin (current pin only) may only be worn pinned to the right pocket of the shirt or jacket, as appropriate so that the right edge of the pin is $\frac{3}{4}$ inch under and directly below the right edge of the nametag (dress uniform only).
 - b. Strike Force Pin - The Strike Force Pin must only be worn on the dress uniform shirt above and aligned with the right side of the nametag.
 - c. Tactical Support Unit (TSU) Pin - The TSU Pin must only be worn on the dress uniform shirt above and centered with the nametag and must not be worn with any other special service pins.
 - d. Field Training Officer Pin - The Field Training Officer Pin must be worn on the dress uniform shirt above and aligned with the left side of the nametag.
 - e. Treatment Officer Pin - The Treatment Officer pin must be worn on the dress uniform shirt above and centered with the nametag.
 - f. Corrections Crisis Intervention Team Pin - The Corrections Crisis Intervention Team pin must be worn on the dress uniform above and centered with the nametag, only. A red silicone C-CIT wristband is provided for wear with the work uniform and must not be worn with the dress uniform.
5. Visitor Pass or Identification Card
 - a. When it is necessary for an individual to display a visitor pass or identification card with the dress uniform, it should be centered and clipped to the left side pocket flap or edge on the shirt, blouse, or jacket (outer garment).



As part of the work uniform, the Officer must wear an employee identification card clipped to the button placket of the shirt.
6. Rank Insignia - Corrections Officer insignia of rank must be worn as outlined below:
 - a. The insignia of rank device worn on the dress uniform shirt collar for Corrections Officer, Corrections Officer Senior, Sergeant, Lieutenant, Captain, and Lieutenant Colonel will be of





chrome finish. The insignia device worn on the dress uniform shirt collar for Major is gold colored.


- b. Corrections Officer - a single chevron insignia of rank   is awarded on completion of training to indicate certification as a corrections officer. The small chevrons are worn located an equal distance between the top and the tip of the shirt collar on the line which bisects the angle of the point of the collar. (See Attachment 1, *Corrections Officer Uniform*.) The large chevrons must be worn centered on the epaulet of the jacket, ½ inch from the shoulder/sleeve seam. (See Attachment 2, *Corrections Officer Uniform Jacket/Sweater*.)


- c. Corrections Officer Senior - a double chevron insignia of rank   is awarded on completion of requirements for this position. The small chevrons are worn located an equal distance between the top and the tip of the shirt collar on the line which bisects the angle of the point of the collar (see Attachment 1). The large chevrons must be worn centered on the epaulet of the jacket, ½ inch from the shoulder/sleeve seam (see Attachment 2). NOTE: Canine handlers may replace the insignia of rank pin worn on the right collar with a “K-9” insignia pin.

- d. Sergeant - a triple chevron insignia of rank   is awarded on promotion. The small chevrons are worn located an equal distance between the top and the tip of the shirt collar on the line which bisects the angle of the point of the collar (see Attachment 1). The large chevrons must be worn centered on the epaulet of the jacket, ½ inch from the shoulder/sleeve seam (see Attachment 2).

- e. Lieutenant - a single bar insignia of rank  is awarded on promotion. The Lieutenant small bars must be worn on the shirt collar, parallel to the edge of the collar and an equal distance between top and tip of collar (see Attachment 1). The large bars must be worn centered on the epaulet of the jacket, ½ inch from the shoulder/sleeve seam (see Attachment 2). Lieutenant devices will be 1 inch by 3/8 inch (large) and ¾ inch by ¼ inch (small).

- f. Captain - a double bar insignia of rank  is awarded on promotion. The Captain small bars must be worn on the shirt collar, parallel to the edge of the collar and an equal distance between top and tip of collar (see Attachment 1). The large bars must be worn centered on the epaulet of the jacket, ½ inch from the shoulder/sleeve seam (see Attachment 2). Captain devices are 1 inch by 1 inch (large) ¾ inch by ¾ inch (small).

- g. Major - a gold-colored leaf cluster insignia of rank  is awarded on promotion. The Major small insignia shall be worn on the shirt collar, parallel to the edge of the collar and an equal distance between top and tip of collar (see Attachment 1). The large Major insignia shall be worn centered on the epaulet of the jacket, ½ inch from the shoulder/sleeve seam with the stem pointing toward the shoulder seam (see Attachment 2). Major devices are 1 1/8 inch by 1 inch (large) and ¾ inch by ¾ inch (small).

- h. Lieutenant Colonel - a silver-colored leaf cluster insignia of rank  is awarded on promotion.

The Lieutenant Colonel small insignia must be worn on the shirt collar, parallel to the edge of the collar and an equal distance between top and tip of collar (see Attachment 1). The large Lieutenant Colonel insignia must be worn centered on the epaulet of the jacket, ½ inch from the shoulder/sleeve seam with the stem pointing toward the shoulder seam (see Attachment 2). Lieutenant Colonel devices are 1 1/8 inch by 1 inch (large) and ¾ inch by ¾ inch (small).

7. Nameplates and Tapes - Dress uniform only.
 - a. The plastic and cloth nametag will include the last name only and must be of blue background with white letters and worn centered on the top seam or edge of the right pocket on the shirt or jacket (outer garment), and on the space provided on the sweater. All nametags will be ordered from VCE stock only. Plastic nametags come equipped with two clutch type fasteners. If the jacket or sweater does not have breast pockets or pre-sewn patches to locate the nametag, the nametag should be located about ¾ of the height from the waist to the top of the shoulder, with the nametag and whistle clasp centered at the height of the badge.
 - b. The Major may wear a gold-colored nameplate; the Lieutenant Colonel's name plate may be silver-colored.
8. Whistle, Chain, and Clasp - The whistle chain must be worn on the dress uniform only and be hooked to the epaulet bottom on the right shoulder of the shirt or jacket (outer garment).
 - a. The whistle clasp must be pinned to the right pocket of the shirt or jacket, as appropriate so that the left edge of the clasp is ¾ inch under and directly below the left edge of the nametag.
 - b. The whistle and chain will be hooked to the clasp and not affixed to the shirt pocket button. The chain will run behind the nametag.
 - c. The whistle and chain will be of chrome finish for all staff except major, which will be gold finish.
9. **ONLY** state issued belts may be worn with the uniform. Decorative type buckles and/or belts are not authorized.
10. Utility Belt - The state-issued leather or nylon utility belt may be worn with the dress uniform. Only the nylon utility belt should be worn with the work or Canine/Strike Force uniform.
11. Tie
 - a. The tie **MUST** be worn when the Class A uniform is worn on any post that has contact with the public.
 - b. The tie will not be worn with the Class B, work, or Canine/Strike Force uniform shirts.
12. Headgear
 - a. The dress hat should be issued to all uniformed corrections staff holding the position of Chief of Security. Security supervisors of other ranks that currently have the dress hat may continue to wear the hat as long as it is serviceable.
 - b. The ball type cap, purchased from VCE, is the standard headgear for uniformed corrections staff and should be issued to all ranks except Chief of Security. The cap will have an embroidered emblem indicating Virginia Department of Corrections on the front and an American flag on the left side of the cap.
 - c. Uniformed corrections staff must wear the dress hat during court escort duty, court appearances, and official ceremonial functions as designated by the Facility Unit Head.
 - d. Uniformed corrections staff working outdoor posts may wear the Officer Winter Cap (watch cap), purchased from VCE, in lieu of ball type caps during cold weather. These caps are not to be worn inside buildings and may only be navy blue in color; the cap will have an embroidered emblem indicating Virginia Department of Corrections with no other markings on them.
 - e. Corrections officers transporting offenders to "public" destinations (court, hospital, deathbed/private visitation, etc. but not transfer to another DOC facility) are required to wear the dress hat instead of the ball cap. The shift commander may waive this requirement in emergencies.
 - f. The hat or cap will be worn squarely on the head or may be tilted, very slightly, to either side;



whichever is most comfortable. The hat/cap will be worn at all times, but may be removed while indoors or in a vehicle.

13. Sweater

- a. The V-Neck Commando sweater is the only sweater authorized for wear with the corrections officer uniform. The sweater may be worn as either an inner or an outer garment. The sweater must be worn tucked in the trousers or to meet but not cover the service belt.
- b. The sweater is an optional uniform item; the Facility Unit Head may choose to issue the sweater on request or allow staff to purchase appropriate sweaters with their own funds.

14. Jacket - When the jacket is worn, it must comply with Attachment 2, *Corrections Officer Uniform Jacket/Sweater*. The zipper must be fastened by raising the fastener a minimum of three-quarters of the way up the jacket.

15. Rain Gear - The facility should issue to Corrections Officers, on an as needed basis, a raincoat (black with orange or fluorescent yellow/green inside, DOC patches) purchased through contract, clear plastic rain cover for the dress hat and rubber overshoes.

16. Illustrations of the dress uniform regulations are contained in Attachments 1 and 2.

I. Employee Furnished Uniform Items and Optional Items

1. Undershirt - When exposed by an open collar, the undershirt must be black or navy in color or match the uniform shirt.

2. Shoes/Boots and Socks - Shoes or boots must be black natural or artificial leather with a smooth and round toe design. Shoes or boots must be clean, in good condition and polished to a high luster.

- a. All uniformed security staff will wear black shoes or boots, plain toe, no visible design and a heel that does not exceed two inches (Military or police style/type). Uniformed security staff must wear navy blue or black socks without design.
- b. Tennis, running, or other sports/athletic shoes must not be worn with any Corrections Officer uniform.

3. Eyeglasses, Sunglasses, and Contact Lenses

- a. Conservative eyeglasses are authorized for wear with all uniforms.
- b. Conservative prescription and non-prescription sunglasses are authorized for wear except during formations or while indoors.
- c. Restrictions on Eyeglasses and Sunglasses
 - i. Eyeglasses or sunglasses that are trendy, or have lenses or frames with initials, designs or other adornments are not authorized for wear.
 - ii. Officers may not wear lenses with extreme or trendy colors, which include but are not limited to red, yellow, blue, purple, bright green, or orange.
 - iii. Lens colors must be traditional gray, brown, or dark green shades.
 - iv. Personnel will not wear lenses or frames that are so large or so small that they detract from the appearance of the uniform.
 - v. Personnel will not attach chains, bands, or ribbons to eyeglasses.
 - vi. Eyeglass restraints are authorized only when required for safety purposes.
 - vii. Personnel will not hang eyeglasses or eyeglass cases on the uniform, and
 - viii. May not let glasses hang from eyeglass restraints down the front of their uniform.
- d. Tinted or colored contact lenses that change eye color are not authorized for wear with the uniform except for opaque lenses medically prescribed for eye injuries.
- e. Clear lenses that have designs on them that change the contour of the iris are not authorized for wear with the uniform.

4. Authorized Jewelry - must be conservative and in good taste

- a. A wristwatch, a wrist medical alert identification bracelet (only one item on each wrist)



- b. A total of two rings (a wedding set is considered one ring) on any fingers but the thumb, unless prohibited for health or safety reasons.
 - c. One pen that may appear partially exposed in the shirt pocket.
 - d. A medical alert identification necklace or the medical alert identification bracelet, but not both and a chain holding a religious medallion, the identification necklace and medallion must not be exposed.
 - e. Tie clasps are optional, and if worn must be plain silver or gold bars. An American flag, state seal, handcuff, or badge tie tack is permitted. No other type of tack or clasp is permitted anywhere on the uniform.
 - f. Uniformed Security Staff may wear earrings only as a matched pair with only one earring per ear, to be located in the ear lobe. Earrings may be screw-on, clip-in, or posted earrings, in gold, silver, white pearl, or diamond colors. The earrings will not exceed 6 mm or ¼ inch in diameter (no hoop type). When worn, the earrings must fit snugly to the ear.
 - g. No jewelry other than that described above will appear exposed while wearing the uniform. Ankle bracelets, necklaces, faddish (trendy) devices, medallions (other than one religious), amulets, and personal talismans or icons are not authorized for wear with the uniform.
 - h. Body piercing - When in uniform, officers must not attach, affix or display objects, articles, jewelry or ornamentation to or through visible areas of the skin. (The term "skin" is not confined to external skin, but includes the tongue, lips, inside of the mouth, ears, and other visible surfaces of the body).
5. Non-uniform vest and scarves worn with the uniform must be navy or black in color. Buttons, where applicable, must be either navy blue or black. Non-uniform vests and scarves are considered inner garments and must be worn under the jacket. Non-uniform vests must not be worn as outer garments.
 6. Gloves, mittens, and earmuffs must be solid navy blue or black in color. Leaded or weighted (sap-style) gloves are prohibited.

J. Officer Bearing and Appearance

1. General Appearance

- a. All personnel will maintain a high standard of dress and appearance.
 - b. Uniforms will fit properly; trousers or shirts/blouses should not fit too tightly or too loosely; and personnel must keep uniforms clean and serviceable and pressed as necessary.
 - c. Officers must project a professional image that leaves no doubt that they live by a common standard and are responsible for order and discipline.
 - d. Officers will ensure that articles carried in pockets do not protrude from the pocket or present a bulky appearance.
 - e. While in uniform, officers will not place their hands in their pockets, except momentarily to place or retrieve objects.
 - f. Officers will keep uniforms buttoned, zipped, and snapped.
 - g. Metallic devices such as metal insignia; belt buckles must be free of scratches and corrosion and in proper luster.
 - h. Shoes and boots must be cleaned and shined.
 - i. Trousers, slacks, and the sleeves of shirts will be creased.
 - j. Although some uniform items are made of wash and wear materials or are treated with a permanent-press finish, Officers may need to press these items to maintain a neat, professional appearance. Prior to pressing uniform items, Officers should read and comply with care instruction labels.
2. Hair - It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. Therefore, it is the responsibility of supervisors at all levels to exercise good judgment in the enforcement of hair grooming standards.
 - a. Hairstyles shall not interfere with the normal wearing of Department-issued headgear, protective



- masks, or other safety equipment.
- i. Supervisors will judge the appropriateness of a particular hairstyle by the appearance of headgear when worn.
 - ii. The Facility Unit Head will be responsible for the final decision on whether a particular hairstyle is appropriate.
- b. Hair color is limited to naturally occurring hair colors. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If officers use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors are prohibited that detract from a professional appearance including, but are not limited to, purple, bright blue, pink, green, orange, bright (fire engine) red, and florescent or neon colors. Highlights should be limited with minimal contrast to the predominant hair color.
 - c. Hair must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged or unkempt appearance or allow the potential to conceal contraband.
 - d. No designs or graphics may be shaved or cut into the hair.
 - e. Wigs or hairpieces will not be worn except to cover baldness due to natural or medical reasons. When worn for these reasons, the wig or hairpiece shall conform to the same standards as natural hair.
 - f. Hair will not fall over the eyebrows or extend more than 1 inch below the top of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally more than one inch below the top of the collar will be neatly and inconspicuously fastened so no free-hanging hair is visible.
 - g. Braids and corn rows are acceptable if they do not interfere with normal wear of headgear fitting squarely on the head.
 - h. Hair-holding devices are authorized only for securing the hair. Officers will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be plain and clear or of a color as close to the Officer's hair as is possible. Authorized devices must be small and plain including, but are not limited to: scrunchies, barrettes, combs, clips, rubber bands, and hair-bands.
 - i. Facial Hair of up to ½-inch length may be worn.
 - i. There must be no shapes or designs cut into the facial hair.
 - ii. Certain commonly accepted beard styles such as goatees, van dyke, and mutton chop beards are acceptable if they present an appropriate professional appearance and do not exceed the ½-inch maximum length.
 - iii. The Facility Unit Head will be responsible for the final decision on whether a particular facial hair style is appropriate.
3. Cosmetics -
 - a. Corrections Officers are authorized to wear cosmetics, if they are applied conservatively and in good taste to complement the uniform and the Officer's complexion.
 - b. Eccentric, exaggerated, or trendy cosmetic styles and colors are prohibited.
 - c. Officers will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme. Some examples of extreme colors include, but are not limited to purple, gold, blue, black, bright (Fire-Engine) red, khaki, camouflage, and fluorescent colors. Officers will not display nails with designs, two-tone, or multi-tone colors.
 4. All uniformed personnel will keep fingernails clean and neatly trimmed to not exceed a nail length of ¼ inch beyond the tip of the finger.
 5. Officers will maintain good personal hygiene and grooming and wear the uniform so as not to detract from their overall professional appearance.
 6. Good bearing reflects pride in being a Corrections Officer. While saluting is not required, common courtesy requires that all employees assume an alert and respectful posture when approached or addressed by a superior, agency official, state official, police agency official, another employee, and/or



a visitor.

III. Non-Security Employee Uniforms

- A. Non-security employees associated with food service, hospital, medical, pharmacy, farm, laundry, maintenance, storeroom, and safety officers may be provided with appropriate uniforms in the quantities specified below. Purchase of these uniforms is dependent upon Facility Unit Head approval and fund availability in the facility budget.
- B. Non-security employees, other than those positions specifically approved by the Director, are NOT authorized to wear and/or carry ANY badge.
- C. Corrections Food Service Staff
1. Food Service staff must wear only authorized uniforms purchased from VCE in accordance with Attachment 5, *Authorized Food Service Uniforms* and the *Food Service Manual - Chapter 2*.
 2. Food service personnel will report to duty in clean authorized wearing apparel.
 3. The jewelry authorized for all Food Services Department employees is the same as for corrections officers as listed in this procedure subject to any additional limitations based on the Health Code of Virginia.
 - a. Food service personnel may wear one screw-on, clip-in or posted earring per ear not to exceed 6 mm or ¼ inch in diameter (no hoop type) in the ear lobe only.
 - b. Jewelry will not present a danger of becoming caught in machinery.
 4. The Food Operations Director/Manager or designee will conduct a daily visual inspection of Food Service personnel.
 5. No sunglasses will be worn in the Food Service area unless required for medical reasons.
 6. If the hair extends below the nape of the neck, hairnets must be worn when handling food.
 7. Food Service Staff may wear a well-trimmed beard and/or mustache. Bearded staff must wear beard nets when handling food.
 8. Disposable plastic gloves should be used if food must be manipulated by hand. In the event of minor injuries, such as cuts, burns, etc., employees must wear plastic gloves when handling food (either direct or otherwise). All disposable gloves will be destroyed after use.
- D. Health Care Workers
1. The facility should provide uniforms for appropriate full time health care employees except contract health care employees. The contractor will be responsible for providing uniforms to their employees.
 2. The following uniform standards are established for health care workers:
 - a. Physicians - Street clothes with a white lab coat or jacket.
 - b. Health Services Administrator and Director of Nursing - not performing clinical duties, may wear scrub suit or street clothes with a white lab coat, if desired.
 - c. Staff Nurses, Laboratory, and X-ray Technicians - should wear uniform scrubs
 - d. Dental Staff - should wear uniform scrubs or street clothes
 - i. A long smock, disposable smocks preferred, must be worn during dental procedures
 - ii. Lab coats or scrub jacket may be worn when not performing dental procedures
 - iii. It is recommended that street clothes be worn to and from the facility and a changing area be made available at the facility
 - e. Mental Health Services Staff - should wear appropriate street clothes
 - f. Clerical Staff - should wear appropriate street clothes
 - g. Health care workers receiving scrub suits should receive seven suits.
 - h. Health care workers receiving lab coats should receive two coats; dental workers may substitute



two lab coats for the seven scrub suit jackets.

- i. Health care workers may wear a well-trimmed beard and/or mustache.
 3. Soft soled shoes (walking or athletic types), should be permitted in the clinical setting for comfort and support. Shoes should be suitable for walking with heel and toe enclosed.
 4. Each employee should maintain one scrub suit on site (outside the security perimeter) to use in case of contamination. The facility should launder, not discard, good uniforms that become soiled with infectious waste.
 5. A nametag with the employee's name and title (RN, LPN, CHA, Lab Tech., X-ray Tech., Dental Tech., etc.) should be worn on the front of the lab coat, jacket, or scrub top except when performing an invasive procedure.
 6. The following should be produced by VCE and provided by the facility unless specified services are provided by a contract vendor:
 - a. Lab Coats - white with three pockets, knee length, coat type lapels and 5 buttons.
 - b. Scrub Suits:
 - i. Pants with elastic or drawstring waist, knit cuff or no cuff and two side pockets (cargo pockets are optional at the employee's choice)
 - ii. Tops with short sleeves and a left breast pocket
 - iii. Jacket with knit cuffs, two side pockets, snap closure and raglan sleeves
 7. Uniforms purchased by the facility are to be returned to the facility when replacement is indicated or employment terminates.
 8. Uniforms should be clean and well maintained.
 9. Health service workers may purchase uniforms at their own cost from outside vendors. These uniforms must meet current "medical community standards" and be approved by the Facility Unit Head prior to purchase.
 10. The following are not allowed:
 - a. T-shirts with slogans
 - b. Jeans or camouflage clothing
 - c. Clothing which reveals cleavage or through which underclothing may be seen
 - d. Shorts or miniskirts
 - e. Elaborate jewelry or rings that impede hand washing
 - f. Clothing/attire similar to approved offender wear
 - g. Earrings other than one screw-on, clip-in or posted earring per ear not to exceed 6 mm or ¼ inch in diameter (no hoop type) in the ear lobe only.
 11. The Health Authority has the authority to determine appropriateness of attire for health service workers subject to approval by the Facility Unit Head. If attire is deemed inappropriate, the staff member should be required to change and lapsed time charged to accumulated leave.
- E. Farm/Maintenance/Storeroom Staff/Safety Officers
1. Farm, maintenance, power plant, laundry, and storeroom staff may be issued green colored uniforms that should be produced by VCE.
 2. The Facility Unit Head may determine if other positions such as the safety officer will be issued uniforms.
 3. Each eligible employee may be issued uniform items up to the following limits as needed based on working conditions: three long sleeve shirts, three short sleeve shirts, three pair trousers, one jacket with liner, pair coveralls, and one baseball cap. One winter hat with fur earflaps may be issued to farm and maintenance staff, as appropriate.



4. Farm, maintenance, power plant, laundry, and storeroom staff not issued a uniform must comply with the dress code requirements in Operating Procedure 105.3, *DOC Operations Non-uniformed Employee Dress Code*.
- F. Non-security staff may be issued a raincoat, rain pants, work gloves, and heavy winter outer coats as needed.
- G. Non-security uniformed staff may be issued tan DOC patches in sufficient quantities to be worn at the same location as required for security uniformed staff. (See Attachment 1, *Corrections Officer Uniform*.) Appropriately colored nametags may also be provided.

DEFINITIONS OF TERMS USED IN THIS OPERATING PROCEDURE

VCE - Virginia Correctional Enterprises

REFERENCES

Operating Procedure 105.3, *DOC Operations Non-uniformed Employee Dress Code*

Operating Procedure 150.3, *Reasonable Accommodations*

Operating Procedure 250.1, *Paycheck Receipt, Distribution, and Withholding*

Food Service Manual - Chapter 2, *Food Service Personnel*

ATTACHMENTS

Attachment 1, *Corrections Officer Uniform*

Attachment 2, *Corrections Officer Uniform Jacket/Sweater*

Attachment 3, *Honor Guard Uniform*

Attachment 4, *Corrections Officer Uniform - Examples*

Attachment 5, *Authorized Food Service Uniforms*

FORM CITATIONS

[Security Uniform Issue Receipt](#) 105_F1

[Non-Security Uniform Issue Receipt](#) 105_F2

