
 <p style="text-align: center;">State of Connecticut Department of Correction</p> <p style="text-align: center;">ADMINISTRATIVE DIRECTIVE</p>	Directive Number 2.13	Effective Date 10/01/18	Page 1 of 6
	Supersedes Employee Uniform, Personal Appearance and Identification, dated 7/24/12		
Approved By  Commissioner Scott Semple	Title Employee Work Attire, Personal Appearance and Identification		

1. **Policy.** Each Department of Correction employee shall present a neat, clean and well-groomed appearance while on duty. Employee clothing and footwear shall be professional, promote personal safety, and not interfere with the employee's ability to respond to an emergency. The Department shall issue standard uniforms to designated employees. Official identification shall be issued to Department employees.
2. **Authority and Reference.**
 - a. Connecticut General Statutes, Sections 18-81 and 53a-174b.
 - b. Collective Bargaining Contracts:
 - i. American Federation of State, County and Municipal Employees (NP-4) Bargaining Unit, July 1, 2016 - June 30, 2021, Article 27.
 - c. Administrative Directives 2.1, Equal Employment Opportunity and Affirmative Action; 2.2, Sexual Harassment; 2.6, Employee Discipline; 2.16, Honor Guard; 2.17, Employee Conduct; 2.22, Workplace Violence Prevention Policy; 6.6, Reporting of Incidents; 6.11, Canine Unit; and 7.4, Emergency Response Units.
3. **Definitions and Acronyms.** For the purposes stated herein, the following definitions and acronyms apply:
 - a. **Administrative Environment.** An administrative environment shall mean the Department's Central Office, any district office, and the Maloney Center for Training and Staff Development.
 - b. **Correctional Environment.** A correctional environment shall mean any correctional facility, parole office, canine kennel, commissary warehouse, plant facility operation, and the Correctional Transportation Unit.
 - c. **Direct Contact Employee.** An employee who has daily or regular supervision of inmates as part of the employee's job.
 - d. **Personal Equipment.** Personally-owned items including, but not limited to:
 - i. any electronic wireless communication device (i.e., a cellphone, smartwatch pager, blackberry device, personal digital assistant (PDA));
 - ii. any audio recording or playback device (i.e., a radio, tape/CD player, ipod or MP3 player);
 - iii. any photographic/video recording or playback device (i.e., a television, DVD player, ipod, MP3 player, or electronic/video game);
 - iv. any restraints, cuff keys, or items prohibited by Administrative Directive 2.22, Workplace Violence Prevention Policy; or,
 - v. Badges purchased by the employee.
4. **Duty Equipment for Facility Personnel.** No personal equipment, other than Department-issued items shall be conveyed into a correctional facility, unless authorized in writing by the Unit Administrator or higher authority. All direct contact personnel (whether non-uniformed or uniformed) shall carry a Universal Precaution Pouch. Union presidents and one (1) designated union duty officer per local shall be allowed to wear a pager for union business purposes.
5. **Work Attire for Non-Uniformed Personnel.** Attire for all non-uniformed personnel shall be in keeping with safety and security concerns.
 - a. **Employee Work Attire in a Correctional Environment.** Non-uniformed personnel assigned to a correctional environment shall wear clothing and appropriate footwear that supports personal safety and does not impede an employee's ability to respond or react to an emergency (e.g., no open-toed shoes, heels in excess of two (2)

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inches, sandals, flip-flops, clogs, crocs, or any footwear or clothing that restricts movement or endangers the employee's safety).

- b. Employee Work Attire in an Administrative Environment. Non-uniformed personnel assigned to an administrative environment shall wear professional attire.
 - c. Healthcare employees. Healthcare employees shall maintain a neat, clean, and well groomed appearance at all times during the performance of duties in order to promote a professional work environment.
 - i. Healthcare employees shall wear clothing and appropriate footwear that supports personal safety and does not impede an employee's ability to respond or react to an emergency.
 - 1. Healthcare employees shall wear footwear that protect them from potential blood or other potential infectious material splashing. Direct patient care staff shall not wear footwear with ports or holes or open toe shoes that can potentially expose the employee to blood borne pathogens.
 - ii. Scrubs and/or lab jackets are encouraged, but optional.
 - iii. Each Healthcare employee shall keep their department issued identification on their person and visible at all times.
 - d. Management Determination. The Unit Administrator or designated management official shall maintain primary responsibility for determining whether or not an employee meets the guidelines of this Directive and shall have the authority to approve modified work attire for specific job classifications or for special details/occasions, job duties or working conditions (e.g. wearing gym clothing while providing athletic instruction).
 - e. Appropriate and Inappropriate Clothing.
 - i. Non-uniformed personnel shall wear clothing that is:
 - 1. neat, clean and appropriate for the type of job;
 - 2. free of rips, tears and stains;
 - 3. not faded, see-through, low-cut, too short or exposes the midriff; and,
 - 4. sized appropriately as not to reveal or abnormally accentuate the body.
 - ii. Examples of inappropriate attire include, but are not limited to, the following:
 - 1. capris at or above the knees;
 - 2. shorts;
 - 3. clothing including headware with slogans or messages which are inflammatory, derogatory or provocative;
 - 4. crop tops, halter tops or other clothing that exposes the midriff;
 - 5. hemlines or slits more than one (1) inch above the knee;
 - 6. gym sweats;
 - 7. tee-shirts as outerwear;
 - 8. beach or recreational wear and inappropriate footwear such as flip flops; and,
 - 9. camouflage clothing.
 - a. Specialty assignments of staff may also warrant authorized exceptions to the requirements of this directive by a Unit Administrator.
6. Work Attire for Uniformed Personnel. The Department shall provide uniforms to designated employees in accordance with Attachment A, Uniform Specification and Allotment. Uniform items which require dry cleaning shall be maintained by the Department through a designated vendor. A limit of three (3) pairs of uniform pants per week and one (1) Department issued winter coat per year shall be maintained by the Department. Uniforms shall only be worn as provided in this Directive. No portion of a uniform shall be worn with any other clothing not authorized herein. Uniforms shall not be worn while off duty except as necessary to travel to and from the employee's work site, fulfill family responsibilities, or while volunteering and officially representing the Department. The consumption of alcohol while in uniform is strictly prohibited.

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- a. Dry cleaning provided by the department for issued uniform items requiring such shall be turned over to personnel designated by a Unit Administrator for laundering by an approved vendor. Dry cleaning of state issued uniform items by employees outside of the approved process shall not be approved for reimbursement.

7. Uniform Appearance and Requirements. While in uniform, clothing shall be clean, neat and properly sized. Shirts shall be properly buttoned with the exception of the top button and shall be tucked in at all times (unless it is a department issued maternity uniform shirt). Footwear shall be properly laced, zipped, tied and have a clean, unscuffed and non-tattered appearance. Uniformed staff shall only wear uniform items issued by the Department.

- i. Trousers shall be worn with a belt and Department-issued, belt-worn equipment and supplies.
 - ii. The jacket shall have an authorized Department shoulder patch, badge, nametag and insignia of rank (if applicable). The jacket may be worn at the discretion of the employee.
 - iii. Department-approved solid black leather type shoes/boots shall be worn with black socks. Sneakers shall not be allowed. Special shoes and/or socks, when job or medically required and properly documented with a physician's note, may be substituted as authorized by the Unit Administrator in consultation with the Human Resources Unit.
 - iv. Department issuance of a baseball or knit cap with the Department of Correction insignia shall be made upon request and may be worn at the uniformed employee's discretion. The Department issued baseball cap shall be worn with the brim squarely facing forward and the Department issued arctic hat/knit cap shall be worn with the Department of Correction insignia facing forward.
 - v. Any tee shirt worn as an undergarment, if visible, may be either black or white.
 - vi. All uniforms and allotments shall meet the specifications in Attachment A, Uniform Specification and Allotment. Any insignia ornament or accessory other than provided for in this Directive shall be prohibited.
 - vii. ½" x 3" gold colored hash marks may be worn on the left long-sleeve uniform shirt and/or jacket sleeve. One hash mark for each five years of service. A fourth or fifth hash mark may be worn on the employees long-sleeve uniform shirt and/or jacket sleeve in their last year of 20 or 25 years of service.
 - viii. Each facility shall provide coveralls for special assignments, which require protective clothing.
- b. Specialized Duty/Training Uniforms. Staff assigned to a specialized unit or engaged in specialized duty/training shall wear the appropriate uniform as follows:
- i. Canine Unit. Canine handler uniforms shall be issued and worn in accordance with Administrative Directive 6.11, Canine Unit.
 - ii. Tactical Operations Unit. Tactical Operations uniforms shall be issued and worn in accordance with Administrative Directive 7.4, Emergency Response Units.
 - iii. Honor Guard Unit. Honor guard uniforms shall be issued and worn in accordance with Administrative Directive 2.16, Honor Guard.
 - iv. Firearms Training Unit. Firearms training personnel shall wear red polo-style shirts with name embroidered on the right side of the chest and the tactical logo on the left side. Khaki colored tactical pants shall be worn as the uniform bottom. A red sweatshirt, with the same embroidery requirements as the polo shirt, may be worn for colder weather.
 - v. Physical Training (PT). Training personnel and trainees shall wear the designated PT uniform during pre-service physical training. The PT uniform shall consist of sweatpants, t-shirt and a sweatshirt. The color of the articles of clothing comprising the PT uniform shall be at the discretion of the Director of Training and Staff Development.
- c. Maternity Uniform. Maternity uniforms shall be provided, as appropriate, when requested by the employee.

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d. Exchange. The Director of Fiscal Services shall develop, and update as necessary, a procedure for exchanging uniform clothing and/or insignia (Department and unit patches and cloth badges) on a one-for-one basis. Nametags or belt equipment shall be replaced as required.

i. Uniform items that do not fit when issued will be exchanged on a one for one basis. A facility/unit incident report shall be required to accompany any uniform item and/or jacket replacement request that is damaged beyond repair or contaminated.

8. Personal Appearance. Each employee shall present a neat, clean and well-groomed appearance at all times while on duty. Each employee shall be expected to maintain proper hygiene at all times while on duty.

a. All Personnel. Department personnel shall be subject to the following personal appearance standards:

i. Hair. All hair, to include facial hair, shall be clean, neat and trimmed. Neither color, cut nor style shall detract from the well-groomed appearance of an employee. Hair shall not interfere with the normal wearing of authorized headgear, medical or safety/security equipment.

ii. Tattoos. Department employees and applicants for Department positions may be required to have tattoos examined if there is a possibility that the tattoo(s) could pose a threat to safety and security. Anything visible on an employee's person that could be determined as being racist, sexist, vulgar, etc. shall be prohibited in accordance with Administrative Directives 2.1, Equal Employment Opportunity and Affirmative Action; 2.2, Sexual Harassment; and 2.17, Employee Conduct.

b. NP-4 Bargaining Unit and Custody Supervisors

i. Hair. Hair shall not extend to the eyebrows or be worn below the top of the collar. Hair, which falls below the collar, shall be tucked under or tied up. Any item that is used to secure the hair above the collar shall be conservative and consistent with the color of the uniform.

ii. Sideburns. Sideburns shall be neatly trimmed and not extend below the bottom of the ear. The base of the sideburn shall be a clean-shaven horizontal line. Sideburns shall be of uniform width from top to bottom with no flare at the base unless connected to a beard.

iii. Moustaches. Moustaches shall be neatly trimmed. No portion of the moustache shall extend beyond the corners of the mouth by more than one-half (1/2) inch unless it is part of a beard.

iv. Beards. Beards shall be trimmed and neat and shall not exceed three-quarters (3/4) inch in bulk. Unless in the process of growing a beard or mustache, an employee shall be clean-shaven. Employees may be required to comply with the standards established for mask fit testing by the Occupational Safety and Health Administration (OSHA).

v. Fingernails. Employees shall keep their fingernails neatly trimmed to a quarter (1/4) inch. Nail polish may be worn while in uniform so long as the color is conservative and compliments the uniform. Extreme shades of nail polish such as blue, purple or gold shall not be worn.

vi. Jewelry. Employees shall be prohibited from wearing visible jewelry other than the following items:

1. a wedding ring or set;
2. a non-obstructive ring;
3. a watch;
4. a medical alert bracelet/necklace;
5. a MIA, charity OR awareness bracelet.

c. Healthcare employees

i. Fingernails "natural" nail length, is required to be, at the maximum, 1/4" in length. Nail polish may be worn, as long as it is maintained and not chipped. Artificial nails and nail extenders are not allowed to be worn by staff who provide direct patient care.

ii. All hair, to include facial hair, shall be clean, neat and trimmed. Neither color, cut nor style shall detract from the well groomed appearance of an

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employee. Hair shall not interfere with the normal wearing of authorized headgear, medical and safety/security equipment.

- iii. Hats and head gear are not permitted except for approved medical/safety purposes.
- iv. The wearing of jewelry should be kept to a minimum and should not interfere with task requirements of the job.

9. Failure to Meet Guidelines.

- a. First Occurrence. When an employee's attire or personal appearance does not meet the guidelines of this Directive, the employee shall receive a verbal warning and may be instructed to leave the workplace in order to come into compliance with the guidelines established in this Directive. The time away from the workplace shall be charged to the employee's accrued leave (other than sick leave) or docked if no accrued leave is available.
- b. Additional Occurrences. Further occurrences shall be handled in accordance with Administrative Directive 2.6, Employee Discipline.

10. Employee Identification and Department-Issued Badges.

- a. Employee Identification Card. Each employee shall be issued an employee identification card that shall be carried while on duty. When required, an employee must produce a valid identification card.
 - i. Content. The employee identification card shall include the following: (1) employee photo; (2) name; (3) title; (4) duty station; (5) date of expiration; (6) employee signature; (7) employee number; and (8) authorizing signature of the Commissioner.
 - ii. Issue and Update. Employee identification cards shall be issued as follows:
 - 1. Permanent Employees. Each permanent employee shall be issued an employee identification card at a minimum of every five (5) years with a current photo.
 - 2. Non-permanent/Contract Employees. Employee identification cards for non-permanent or contractual employees shall be issued as follows:
 - a. Durational Employees. Each durational employee shall be issued an employee identification card with an expiration date not to exceed the end date of the employment duration.
 - b. Summer Employees. Each summer employee shall be issued an employee identification card with an expiration date not to exceed the summer schedule for hires.
 - c. Personal Services Agreement Employees. Each personal services agreement employee shall be issued an employee identification card with an expiration date not to exceed the end date of the contract or agreement.
 - 3. Retired Employees. At the time of separation, a retiring employee shall be eligible to receive upon their request, an employee identification card without an expiration date which shall be clearly marked 'Retired.'
 - iii. Identification Card Return. Upon permanent separation from the Department or new issuance, the employee shall return the employee identification card with the exception of Section 9(A) (2) (c) of this Directive.
- b. Department-Issued Badges. Badges for executive, managerial and supervisory (NP-8) staff shall be gold in color and include the title of the individual. Badges for Parole and Community Services shall also be gold in color and include the title of the individual. Parole and Community Services staff may wear the badge on a chain around the neck or on the belt. Badges for all other authorized employees shall be silver in color and include the title of the individual. Uniformed staff shall wear the badge on the uniform above the left pocket. Authorized support employees may wear the badge on their belt only.

11. Department Uniform, Property and Equipment Return. Upon permanent separation from the Department, an employee shall return any issued Department uniform, property and/or equipment to include, but not limited to, Department and unit patches, soft and hard

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badges, identification cards and weapons to an individual designated by the Unit Administrator to receive such items.

12. Lost or Stolen Department Uniforms, Identification Cards, Property and/or Equipment. Any lost or stolen Department uniform, property and/or equipment (to include, but not limited to badges, identification cards and weapons) shall be promptly reported through the chain of command utilizing CN 6601, Incident Report in accordance with Administrative Directive 6.6, Reporting of Incidents. A copy of the incident report shall be forwarded to the Director of Security for review.
13. Forms and Attachments. The following attachment is applicable to this Administrative Directive and shall be utilized for the intended function:
 - a. Attachment A, Uniform Specification and Allotment.
14. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.