



**Request for Inclusion or Revision to an  
Administrative Directive  
Connecticut Department of Correction**

CN 1301  
REV 11/15/10

Administrative Directive Number: **2.13** Title: **Employee Work Attire, Personal Appearance and Identification**

X I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation): **( page 1 )**

The following Inclusion shall provide for a progressive transition of specific uniform items from the current type issued to the type as noted below.

These changes shall be noted in Attachment "A" 'Uniform Specification and Allotment' as a component of A.D. 2.13 Employee Work Attire, Personal Appearance and Identification".

**Custody Uniform**

**1. Shirt.**

Current language:

B. Class B. (7) The shirt shall be navy blue, short sleeve, and BDU-style.

Class B (Alternate). (2) Knit polo in lieu of Class B BDU-style shirt.

New language:

B. Class B. The shirt shall be navy blue, short sleeve or long sleeve and BDU style.

Class B (Alternate). Dry wick in lieu of Class B BDU-style shirt.

**2. Trousers**

Current language:

B. Class B. (5) Trousers shall be navy blue and BDU-style.

New language:

B. Class B. Trousers shall be navy blue and 511 BDU-style.

**4. Belt.**

Current language:

(1) Plain black leather belt, 1 1/2" width with a silver colored buckle for line staff and a gold colored buckle for supervisors. A key safe and a radio belt clip will also be issued.

New Language:

Plain black nylon belt, 1 1/2" width with a plastic buckle. A key safe and a radio belt clip will also be issued.

☐ See attached documents

**ORIGINATOR**

Name:

Title: Captain

Date:

Signature:

Facility/Unit:

Operations

**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

Approved

Denied



Unit Administrator's signature:

Date: 11/13/13



District Administrator's signature:  
(only needed if originating from facility)

Date:



Division Administrator's signature:

Date: 12/10/13

**COMMISSIONER'S DECISION**

This request is: ☒ **APPROVED** ☐ **DENIED** Effective date of request:

12/10/13



The language/provisions of this inclusion/revision shall be effective as of:  
and subsequently added to the Administrative Directive at the next update.

As practicable.



This inclusion/revision shall be added to the Administrative Directive prior to:



This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature:

Date:

12/10/13



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(page 2)

**8. Turtle Neck Shirt Class B.**

This section has been eliminated.

**Correctional Maintenance, Industries, Warehouse, and Commissary**

Current language:

1. Shirt. (7) long and/or short sleeve shirts shall be gray.  
Shirt (Alternate). (2) Knit polo in lieu of standard style.

New language:

1. Shirt. The shirt shall be navy blue, short sleeve or long sleeve and BDU style.  
Shirt Alternate. Dry wick in lieu of Class B BDU-style shirt.

Current language:

2. Trousers. (5) Trousers shall be gray.

New language:

2. Trousers. Trousers shall be navy blue and 511 BDU-style.

Current Language:

3. Belt. (1) Plain belt shall be black leather 11/2" wide with silver colored buckle. A key safe and a radio belt clip will also be used.

New Language:

3. Belt. Plain black nylon belt, 11/2" width with a plastic buckle. A key safe and a radio belt clip will also be issued.

☐ See attached documents

**ORIGINATOR**

Name: [Redacted] Title: Captain Date: [Redacted]  
Signature: [Redacted] Facility/Unit: Operations

**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: [Signature]	Date: 11/13/13
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: [Signature]	Date: 12/10/13

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Commissioner's signature: [Signature]

Date: 12/10/13





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( page 3 )

**Food Services**

**Current Language:**

1. Shirt. (7) A total of seven (7) long/or short sleeve shirts shall be white.  
Shirt (Alternate). (2) Knit polo in lieu of standard-style shirt.

**New Language:**

1. Shirt. The shirt shall be navy blue, short sleeve or long sleeve and BDU style.  
Shirt Alternate. Dry wick in lieu of Class B BDU-style shirt.

**Current language:**

2. Trousers. (5) Trousers shall be blue.

**New language:**

2. Trousers. Trousers shall be navy blue and 511 BDU-style.

**Current Language:**

3. Belt. (1) Plain belt shall be black leather 11/2" wide with silver colored buckle. A key safe and a radio belt clip will also be used.

**New Language:**

3. Belt. Plain black nylon belt, 11/2" width with a plastic buckle. A key safe and a radio belt clip will also be issued.

☐ See attached documents

**ORIGINATOR**

Name: [Redacted] Title: **Captain** Date: [Redacted]  
Signature: [Redacted] Facility/Unit: **Operations**

**UNIT/DISTRICT/DIVISION RECOMMENDATIONS**

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: [Signature]	Date: 11/13/13
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Commissioner's signature: [Signature] Date: 12/10/13



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( page 4)

## Maloney Center For Training And Staff Development

### Current language:

1. Polo Shirt. The polo shirt shall be navy blue with short sleeves with the Department of Correction and State Seals.

### New language:

1. Polo Shirt. The polo shirt shall be navy blue, dry wick with short sleeves with the Department of Correction and State Seals.  
Polo Shirt Firearms Unit. Shall be red.

### Current language:

2. Trousers. The trousers shall be tan/khaki tactical 5.11's.

### New language:

2. Trousers. The trousers shall be blue and 511 BDU-style.  
Trousers Firearm Unit. The trouser's shall be tan/khaki tactical 5.11's.

### Current language:

4. Belt. The belt shall be black with a gold or silver buckle, as appropriate.

### New language:

4. Belt. The belt shall be a plain nylon belt, 1 1/2" width with a plastic buckle.

☐ See attached documents

### ORIGINATOR

Name: [Redacted] Title: Captain Date: [Redacted]  
Signature: [Redacted] Facility/Unit: Operations

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: [Signature]	Date: 11/13/13
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