



# Arkansas Community Correction

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## **ADMINISTRATIVE DIRECTIVE: 14-08 DRESS CODE APPEARANCE, AND UNIFORMS**

**TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES**

**FROM: SHEILA SHARP, DIRECTOR**

**SUPERSEDES: AD 10-11**

**APPROVED: Signature on file EFFECTIVE: March 10,2014**

**I. APPLICABILITY.** This directive applies to all ACC employees.

**II. POLICY.** Employees are to use good judgment in their dress and appearance, keeping in mind that a professional appearance is important in projecting the proper image to the public and to offenders.

### **III. GUIDELINES.**

#### **A. Attire Requirements.**

1. All employees must wear clean, pressed clothing. Normal daily attire is uniform, business or business casual attire (suit, tie, slacks or skirt, dress shirt with tie, casual shirt, sweater, dress-females).

Some examples of inappropriate attire are shorts, beach-style thong shoes; sweats; T-shirts; overalls; wind or jogging suits; see-through, revealing, provocative, bare-back, tank or halter tops; uncovered strapless tops; and tattered clothing. Blue jeans and other casual wear are not considered appropriate for daily office attire under normal circumstances.

2. Guidance for wearing protective vests and carrying security equipment is in the Weapons and Security Equipment policy.

#### **B. Hair**

1. All Employees. Hair must be properly groomed (clean, neat) and styled so as to present a professional appearance. Extreme hairstyles that detract from professionalism are not allowed.

2. Uniformed Security Personnel and Law Enforcement Officers (LEOs).  
Female employees must keep long hair arranged in a neat fashion so that it does not extend past the shoulder. Male employees must keep their hair trimmed so that it does not extend over the top of the ears or the collar. Sideburns must be neatly trimmed, no wider than 1" and no longer than the bottom of the earlobe.
  3. ACC Students and Instructor in Basic Training Academies. Students and ACC instructors must maintain their hair above the collar while participating in or conducting basic training academies.
- C. Face.** Male uniformed personnel and law enforcement officers (LEOs) employees are allowed a neatly trimmed mustache that does not extend below the corner of the mouth nor the top of the upper lip. With the exception of a mustache, male Residential Services employees must keep a clean-shaven face. LEOs may wear a beard only if it is neatly trimmed and no more than ½" long. However, males must be clean-shaven while participating in basic training academies.
- D. Jewelry.** ACC Employees, including outside instructors of ACC-sponsored training, are prohibited from wearing facial jewelry (e.g., but not limited to, tongue, eyebrow, lip and nose rings and studs) during working hours or while representing the ACC. Additionally, male employees may not wear earrings during working hours or while representing the ACC. This does not preclude females from wearing jewelry on their ears when it is not otherwise prohibited. Females working as security officers in a residential setting may only wear stud earrings. Employees may not wear earrings when participating in basic and other training classes that include physical activity or when it is prohibited by the training staff. The wearing of other jewelry (chains, bracelets, etc.) may be restricted by the training staff for safety reasons.
- E. Fingernails.** ACC employees must keep their fingernails neatly trimmed to a length that allows performance of the essential functions of the job.
- F. Tattoos.** While in uniform, employees must project a professional appearance at all times. Tattoos on necks, arms and other visible areas distract from that professional appearance; therefore, all tattoos shall not be visible while in uniform. Band-Aids may be used to cover the tattoos; however, if tattoos cover the entire arm, long sleeves must be worn.
- G. Monitoring/Enforcing Compliance.** Supervisors and managers are responsible for monitoring employee appearance and enforcing these standards. An employee inappropriately dressed may be sent home to change. Time for this purpose will be charged to available leave (other than sick leave), or leave without pay. Continued violations may result in disciplinary actions up to and including termination of employment.
- H. Uniforms.**
1. Uniformed personnel consist of ACC Special Response Team members; parole/probation officers; and residential food service staff, security officers, and residential supervisors other than the senior supervisor. The uniform is optional

for the Center/Assistant Center Supervisors and Area/Assistant Area Managers.

Center Supervisors may authorize uniformed personnel to wear additional agency issued items on belts as necessary, for example, handcuffs, flashlights or a chemical weapon.

2. Shirt-tails must be tucked inside trousers, except in instances of pregnancy. Rank insignia must be worn on the collar evenly spaced from the collar point.

**I. Requirement to Wear the Uniform.** Uniformed personnel must wear the uniform during all hours while on duty unless an exception applies. The uniform may be worn during travel to and from work. Parole/Probation officers may wear business or business casual attire when it is appropriate to do so, such as when going to court or professional meetings. In instances of pregnancy, the Area Manager or Assistant Area Manager may grant exceptions on a case by case basis.

Exceptions may be made on a case-by-case basis by the Center Supervisor, Assistant Center Supervisor or Senior Residential Supervisor when an employee has jury duty for part of the day, must attend a professional meeting or in instances of pregnancy.

**J. Uniform Accountability, Issuing and Documentation.** Area Managers and Center Supervisors must appoint a supply officer and have a method to ensure appropriate uniform issuance (to include rank insignia), replacement, turn-in, inventory control, destruction and management. For weapons and security equipment, also see the “Weapons and Security Equipment” policy.

1. Employee Responsibility. Employees are accountable for their uniform items and other agency property issued to them. They must keep their uniforms clean and serviceable. If a uniform (or equipment) is damaged, lost or stolen the employee must promptly notify his/her immediate supervisor and, as appropriate, submit a written report.
2. Uniform Issue. The supply officer must ensure the type of uniform issued is appropriate for job assignments and issued clothing is properly documented on Form 1, Receipt for Clothing/Equipment. The issuance of uniforms and equipment as follows:
  - a. Food Service: Initial issue of 3 gray shirts, 3 black pants, 2 chef jackets. Chef jackets will be replaced on an as needed basis with Center Supervisor’s approval.
  - b. Residential Security (excluding CWC and SRT): Initial issue of 3 gray shirts, 3 black pants, 1 insulated winter jacket with supervisor’s approval, 1 hat, 1 handcuff case, 1 pepper spray case, and up to 3 insignia pins.
  - c. Community work crew (Residential Services): Initial issue of 3 gray shirts, 3 black pants, 1 insulated winter jacket with supervisor’s approval, 1 hat, 1 handcuff case, 1 pepper spray case, and up to 3 insignia pins. Other

equipment will be issued as needed with the approval of the Deputy Director of Residential Services.

- d. Special Response Team Members: Initial issue of 3 black shirts, 3 black pants, 1 insulated winter jacket with supervisor's approval, and 1 hat, holster, duty belt, handcuff case, pepper spray case, magazine case, and belt keeper. Other equipment will be issued on an as needed basis with approval of supervisor and Deputy Director.
  - e. Center/Assistant Center Supervisors and Area/Assistant Area Managers: Initial issue of 3 gray shirts, 3 black pants, and 1 insulated winter jacket with supervisor's approval, and 1 hat.
  - f. Parole and Probation Officers and Agents: Initial issue of 3 gray shirts, 3 black pants, 1 insulated winter jacket with supervisor's approval, and 1 hat, holster, duty belt, handcuff case, pepper spray case, magazine case, and belt keeper. Other equipment will be issued on an as needed basis with approval of supervisor and Deputy Director.
  - g. Any other equipment or uniforms needed for job duties must be approved by Center Supervisors, Area Managers and Deputy Director.
  - h. Reissue of shirts and pants will be on the employee's PE date following one year after original issue. For example, a person being issued uniforms and equipment in January who has a November PE date, would get an initial issue in January. This employee would then wait one full year until the next January then another 10 months until his/her November PE date.
3. Employee-Purchased Items Required for Wear with Uniforms.  
Items the employee must purchase to complete the uniform include dark black socks, plain black leather belt, black tee shirts (long or short sleeved), and shined plain and closed-toe black shoes or boots with up to a 2" heel, no taps. Additional uniforms, hats, and coats may be purchased by employees if they are of the same type, design and color as agency issued items. Contact Purchasing for information about purchasing from the uniform-supply contractor.
  4. Ending ACC Employment. Employees who are ending employment with ACC will return their uniforms, agency identification, gas and all other issued cards, and equipment to the supply officer or supervisor, receive a receipt for the returned items and present the completed receipt to the CCC personnel officer (if at a correction center) or Human Resources Section (staff who are not at a center).
  5. Replacement Process. Uniforms must NOT be replaced when there is "normal wear and tear" because the agency authorizes replacement uniforms annually.

When a uniform (or equipment item) is damaged while performing job duties, the immediate supervisor must assess whether the cause was inadvertent (work related) or through some fault of the employee. The supervisor must then contact

the Central Office procurement office to determine the best method for procuring a replacement. When an employee is at fault for the damage, the supervisor should ensure the employee purchases the item, reimburses the agency for the value of the item, or the item is replaced under warranty.

The supply officer or supervisor must ensure accurate descriptions, accounting, and reporting are accomplished for returned and missing uniforms and equipment.

6. Destruction of Unserviceable Shirts. The supply officer upon receipt of unserviceable shirts must remove and cut-up the embroidered words and ACC logo and dispose of it so it cannot be reused.

**K. Identification Card for Residential Facility Staff.**

Residential facility staff must wear their ACC Identification Card so that it is visible on the upper portion of the body. This can include attaching the ID card to the shirt pocket, the collar or the button portion of the shirt, the front left side of the pants or with the use of a break-away lanyard.

**IV. ATTACHMENT.**

AD 14-08 Form 1, Receipt for Clothing/Equipment

