



"Service with Excellence
& Integrity"

Arkansas Department of Community Correction

Two Union National Plaza Building
105 West Capitol, 2nd Floor
Little Rock, Arkansas 72201-5731
(501) 682-9510 Fax: (501) 682-9513

ADMINISTRATIVE DIRECTIVE: 06-01 DRESS CODE AND APPEARANCE

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTHARP, DIRECTOR

SUPERSEDES: AD 03-11; RS AM 01-04; P&MS AM 00-01 PAGE 1

APPROVED: _____ Signature on file _____ EFFECTIVE: February 1, 2006

I. APPLICABILITY. This directive applies to DCC employees and outside trainers.

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. Uniforms.

- a. Uniformed personnel are DCC residential supervisors other than the senior residential supervisor. The uniform is optional for the senior residential, center and assistant center supervisors. Residential supervisors assigned to the Community Work Crew (CWC) shall wear the DCC-issued BDU uniform. All other residential supervisors shall wear the DCC-issued dress uniform. The center supervisors may authorize uniformed personnel to wear additional agency issued items on belts as necessary, e.g., handcuffs, flashlights, chemical weapon. Uniforms shall be worn during all hours while on duty and may be worn during travel to and from work. Items the employee must purchase to complete the uniform include dark black or brown socks, plain black or brown leather belt, shined plain, closed-toe black or brown shoes or boots with up to a 2" heel, no taps, and a white T-shirt. Additional uniforms, hats, and coats may be purchased by employees if they are of the same type, design and color as agency issued items.

- b. Uniform shirts will be worn with slacks/skirts and dress shoes or boots. The shirt (including sleeves) will be completely buttoned except for the collar button unless worn with a tie. Shirt-tails must be tucked inside trousers, except for BDUs and in instances of pregnancy. When boots are worn, pant legs must be outside the boot, except if wearing the BDUs. A white T-shirt is to be worn under uniform shirts; however, this is optional with the polo-styled shirt. CWC supervisors must wear the DCC badge on the pocket on the right side of the shirt. All other uniformed employees at residential centers shall wear the DCC Identification Card on the front-left side of the belt.
- c. Although the DCC Central Training instructors are not uniformed personnel, they may be issued the BDU uniform to be worn when instruction includes physical activities such as defensive tactics, ROPES, weapons training. Otherwise, the dress will be shirt and tie, sweaters, suit, blazers, slacks or skirt/blouse/dress – females.
- d. Supervisors must ensure the type of uniform issued is appropriate to job assignments, and issued clothing is properly documented on Form 1, Receipt for Clothing/Equipment. A supply officer may be designated to assist with this process. Uniforms will be issued to employees as follows:
 - 1. DCC Training Instructors - 3 BDU pants; and 3 matching BDU shirts (2 long and 1 short sleeve).
 - 2. CWC Supervisors - 5 BDU pants; 5 matching BDU shirts (3 long and 2 short sleeve); 1 hat (winter or summer, as appropriate); and a coat assigned as needed.
 - 3. Residential Supervisors – 5 light blue tab-collar shirts (3 long and 2 short sleeve); 3 pairs of kaki trousers.
 - 4. Center Supervisors and Assistant Center Supervisors (if requested) – 5 light blue tab-collar shirts (3 long and 2 short sleeve); 3 pairs of kaki trousers.

B. Other Office Attire Requirements.

- a. All employees will wear clean pressed clothing. Normal daily attire is uniform, business or business casual attire (suit, tie, slacks or skirt, dress shirt with tie, casual open-collar shirt, sweater, dress-females). Some examples of inappropriate attire are shorts, thong shoes, sweats, see-through/revealing provocative, or tattered clothing.
- b. Casual clothing may be worn on Fridays only as authorized by the Director or appropriate Deputy Director. Casual Day attire is not authorized for uniformed personnel. Casual clothing shall not be tattered nor conflict with the DCC mission and Code of Ethics and Rules of Conduct.
- c. DCC employees who conduct and receive training shall dress in a manner that reflects favorably on the agency. On days when physical activity is required,

the training manager will authorize appropriate clothing consistent with this policy.

C. Hair.

1. All Employees. Hair shall be properly groomed (clean, neat) and styled so as to present a professional appearance. Extreme hairstyles which detract from professionalism are not allowed.
2. Uniformed Personnel and Law Enforcement Officers (LEOs). Female employees shall keep long hair arranged in a neat fashion so that it does not extend past the shoulder. Male employees shall 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. DCC Students and Instructor in Basic Training Academies. Students and DCC instructors must maintain their hair above the collar while participating in or conducting basic training academies.

D. Jewelry. DCC Employees (including outside instructors of DCC sponsored training) are prohibited from wearing facial jewelry (e.g. tongue, eyebrow, and nose rings and studs) during working hours or while representing the DCC. Additionally, male employees may not wear earrings during working hours or while representing the DCC. This does not preclude females from wearing jewelry on their ears when it is not otherwise prohibited. 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. 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 shall keep a clean shaven face. LEOs may wear a beard only if it is neatly trimmed and no more than ½" long.

F. Fingernails. DCC employees must keep their fingernails neatly trimmed to a length that allows performance of the essential functions of the job.

G. Monitoring/Enforcing Compliance. Supervisors and managers are responsible for monitoring and evaluating employee appearance and enforcing these standards. An employee inappropriately dressed may be sent home to change. Time for this purpose will be charged to accrued compensatory, holiday, or annual leave, or, if not available, leave without pay. Continued violations may result in disciplinary actions up to and including termination of employment.

H. Accountability and Documentation. As appropriate, supervisors will develop a method to ensure appropriate uniform issuance, replacement and management.

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. Before old uniforms are replaced, the old uniform items must be laundered and taken to the supply officer or supervisor. Replacements will be on a one-for-one basis. Employees must pay for lost, stolen or damaged property that occurs through carelessness or other than through normal wear and tear or reasonable loss associated with job duties. The cost to be paid will be the depreciated value of the item as determined by the Deputy Director of Administrative Services. Check, money order, or payroll deduction shall be the method of payment, except in the case of an employee who is terminating, to whom only the money order or payroll options are available. Checks, money orders and payroll deductions shall be made payable to the DCC. Payroll deduction is arranged through DCC Human Resources Sources (HRS) Administrator.
2. Ending DCC Employment. Employees who are ending employment with DCC will return their uniforms, agency identification, gas and 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/HRS before the final paycheck may be issued. The supply officer or supervisor must ensure accurate descriptions are made of returned or missing uniforms. If there are discrepancies in returned uniforms, the receipt will be marked in sufficient detail so a determination may be made as to the amount of money to be withheld.

IV. ATTACHMENT.

AD 06-01 Form 1 Receipt for Clothing/Equipment

