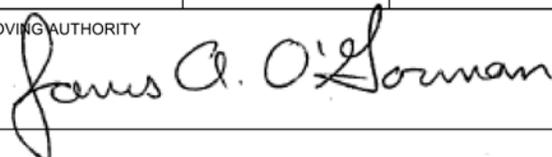


 Corrections and Community Supervision DIRECTIVE	TITLE Uniform/Equipment Issue and Appearance		NO. 3083
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SUPERSEDES DIR. #3083; Dated 09/22/2016	DISTRIBUTION A	PAGES PAGE 1 OF 21	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #2946, #2948, #3050, #3084, #4010, #4068, #4081; NYS Finance Law Article 2; Employees' Manual	APPROVING AUTHORITY 		

I. DESCRIPTION: This directive outlines the policies and procedures established for issuance, wearing, maintenance, and disposition of all uniform items and accessories by all uniformed employees. This directive is organized as follows:

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II. REGULATION DEPARTMENT UNIFORMS – POLICY: Uniformed personnel will receive a complete issue of standard uniform and equipment items which will provide for daily use as well as seasonal changes. The Department authorizes and prescribes four basic types of uniforms for use: The Class “A” dress uniform, the Class “B” uniform, and the Class “C” uniform. In addition, a Class “D” uniform is prescribed for use by staff involved in Correctional Emergency Response Team (CERT) training or operations. Uniformed personnel shall comply with the following policies:

- A. The Deputy Commissioner for Correctional Facilities may authorize any additional items for any specialized unit/team that are deemed necessary for assigned responsibilities and mission accomplishment.
- B. Uniform items will not be worn when off duty, other than going to and from work or for authorized functions.
- C. Employees are expected to begin their shifts with clean and pressed uniforms, and to keep them neat and presentable. Supervisors will verify that subordinates keep their uniforms in a neat, clean condition and otherwise maintain a well-groomed professional appearance.

III. CLASS “A” DRESS UNIFORM

- A. Class “A” Uniform Classification: The Class “A” dress uniform will be worn by:

1. Lieutenants, Captains, Deputy Superintendents for Security (DSS) (except as indicated in Section V-A below), and the Director of CERT Operations (except as indicated in Section VI-A below);
2. Correction Officers and Sergeants assigned to high visibility posts (e.g., front lobby, visiting room, visitor processing, and administration building);
3. Correction Officers and Sergeants in public contact assignments (e.g., court visits, outside hospital details, inmate escorts (medical, court, etc.)); and
4. Correction Officers and Sergeants assigned to inmate transportation (except as indicated in Section IV-A below)

B. Class "A" Uniform Composition/Color

1. Correction Officer: Department-issue blue Garrison cap with black hat band, blue Ike jacket, blue pants, blue all-weather coat, orange rain coat, blue sweater, and blue shirt; and employee-provided plain black leather shoes or boots, and dark blue or black socks.
2. Sergeant: Department-issue blue Garrison cap with gold hat band, blue Ike jacket, blue pants, blue all-weather coat, orange rain coat, blue sweater, and white shirt; and employee-provided plain black leather shoes or boots, and dark blue or black socks.
3. Lieutenant and above: Department-issue gray Garrison cap with gold hat band, Arctic hat, gray Ike jacket, gray pants, black all-weather coat, orange rain coat, gray sweater, and white shirt; and employee-provided plain black leather shoes or boots, and dark gray or black socks.

C. Class "A" Uniform Items

1. Cap, Garrison with official emblem affixed: The hat will be worn squarely on the head without any alterations to its shape. The hat will be worn at all times when out-of-doors or when under arms, except that its wear will be optional in recreation yards.
2. Jacket, Ike with Departmental shoulder patch, American flag patch, and appropriate insignia or rank and service insignia affixed: The Ike jacket and sweater will not be worn together. The Ike jacket shall be worn zippered closed with a necktie.
3. Shirt, long sleeve with Departmental shoulder patch and American flag patch affixed: Sleeves are to be worn rolled down and buttoned. The necktie also must be worn.
4. Shirt, short sleeve with Departmental shoulder patch and American flag patch affixed: It must be completely buttoned except for the top button, and sleeves are to be worn rolled down. It may be worn optionally year-round.

NOTE: Maternity wear will be issued as needed.

5. Pants: Regulation with black military stripe.
6. Skirts or culottes: Optional for females. Skirts or culottes will be no shorter than mid-knee. Skirts or culottes are to be worn with shoes only.

NOTE: Maternity pants or jumpers (as needed) may be substituted. Jumper may be worn over shirt and pants, if desired. Maternity items may be worn separately

- or together at the discretion of the employee. Wear of other regulation Class "A" items is required.
7. Necktie: To be worn with the long sleeve shirt. Wearing of the tie with the short sleeve shirt is optional unless an Ike jacket is worn. When ties are worn they shall be worn in the proper manner, with the collar closed and buttoned.
 8. Tie clasp: Regulation or Official Service Award Pin "Tie Tack" must be worn whenever the tie is worn.

IV. CLASS "B" BLUE UNIFORM

- A. Class "B" Uniform Classification: The Class "B" (blue) uniform will be worn by:
 1. Correction Officers and Correction Sergeants, except for those in high visibility posts or public contact assignments as specified in Section III above;
 2. Correction Officers transporting inmates to an adjoining facility;
 3. All uniformed staff assigned as Fire/Safety Officers; and
 4. All uniformed staff assigned as training or Weapons Training Officers when conducting training duties.
- B. Class "B" Uniform Composition/Color: Department-issue baseball cap, knit hat, blue chino pants, blue all-weather coat, orange rain coat, blue sweater, blue turtleneck shirt, and blue shirt; and employee-provided plain black leather shoes or boots, and dark blue or black socks.
- C. Class "B" Uniform Items
 1. Baseball cap: Regulation; must be worn with the Class "B" uniform and cannot, under any circumstances, be worn with the Class "A" uniform. The uniform cap will be worn at all times when out-of-doors or under arms; wear is optional everywhere else in the facility.
 2. Knit hat: Department-issue navy blue, for Correction Officers and Sergeants, with NYS DOCCS official emblem embroidered seal worn visible center toward front; may be worn out-of-doors only between November 16th and March 31st, unless extended wear is authorized by the DSS or equivalent. Staff assigned to unheated interior post(s) as determined by the DSS or equivalent may wear the knit hat between November 16th and March 31st. (Not to be worn with the Class "A" uniform)
 3. Shirt, blue: Long or short-sleeved with the Departmental shoulder patch and American Flag patch affixed. The shirt will be buttoned completely except for the top button. No necktie will be worn with the Class "B" uniform. Sleeves may not be rolled up.
 4. Shirt, white: Sergeants will wear a Class "A" white shirt with the Class "B" uniform.
 5. Blue chino pants: NOTE: Maternity pants or jumpers (as needed) may be substituted. Jumper may be worn over shirt and pants, if desired. Maternity items may be worn separately or together at the discretion of the employee. Wear of other regulation Class "B" items is required.
 6. Turtleneck shirt: May be worn with the Class "B" long sleeve shirt.

7. Cold weather/overall pants: Certain posts may be designated by the Deputy Commissioner for Correctional Facilities as suitable for the wearing of cold weather/overall type pants (during winter months), and the facility is authorized to purchase the quantity needed for assignment to those posts. These cold weather/overall type pants must be dark blue and worn with the Department all-weather coat with shoulder patch affixed. Cold weather/overall pants are purchased through the Central Office Quartermaster. All other approved accessories (special belts, boots, etc.) are purchased and issued at the facility level.

NOTE: Previously issued items may be worn on approved post as long as they are serviceable and pass inspection at line ups.

8. Skirts or culottes: Optional for females. Skirts or culottes will be no shorter than mid-knee. Skirts or culottes are to be worn with shoes only.

V. CLASS "C" GRAY UNIFORM

- A. Class "C" Uniform Classification: The Class "C" (gray) uniform will be worn by Correction Officers or Security Supervisors serving Shock Incarceration Facilities, the Willard Drug Treatment Campus (DTC), and all K-9 staff.
- B. Class "C" Uniform Composition/Color
 1. Correction Officer: Department-issue baseball cap, knit hat, blue all-weather coat, gray chino shirt, gray chino pants, blue sweater, blue turtleneck shirt; and employee-provided plain black leather shoes or boots, and dark gray or black socks. Shock Incarceration/Willard facilities: add blue Drill Instructor (D.I.) campaign hat (felt and woven), black all-weather coat (D.I.'s only), orange raincoat, blue web belt with silver buckle; and employee-provided black "jump style" boots.
 2. Supervisors: Department-issue Arctic hat, all-weather coat (black), sweater (blue - Sergeant; gray - all others), gray chino shirt, gray chino pants; and employee-provided black leather shoes or boots, and dark gray or black socks. Shock Incarceration/Willard facilities: add blue D.I. campaign hat (felt and woven) with gold braid/acorns, and a blue web belt with gold buckle; and employee-provided black "jump style" boots.
- C. Class "C" Uniform Items
 1. Baseball cap: Regulation; may be worn only while on assignment with inmate work crews or on other assignments approved by the DSS or equivalent.
 2. Knit hat: Department-issue navy blue, for Correction Officers and Sergeants, with NYS DOCCS official emblem embroidered seal worn visible center toward front. May be worn out-of-doors only between November 16th and March 31st, unless extended wear is authorized by the DSS or equivalent.

Staff assigned to unheated interior post(s) as determined by the DSS or equivalent may wear the knit hat between November 16th and March 31st. (Not to be worn with the Class "A" uniform)

3. Shirt, gray chino: Long or short sleeved with the Departmental shoulder patch, American Flag patch, and insignia of rank affixed. The shirt will be buttoned completely except for the top button. No necktie will be worn with the Class "C" uniform. Sleeves may not be rolled up. Shock Incarceration/Willard facilities only - shirts will have military creases.

NOTE: Maternity wear will be issued as needed.

4. Pants, gray chino: Will be starched, pressed, and creased. (Pants will be worn bloused at Shock/Willard facilities only)

NOTE: Maternity pants (as needed) may be substituted. Maternity items may be worn separately or together at the discretion of the employee. Wear of other regulation Class "C" items is required.

5. Turtleneck shirt: May be worn with the Class "C" long sleeve shirt.

VI. CLASS "D" (CERT) UNIFORM

- A. Class "D" Uniform Classification: The Class "D" uniform (BDU - blue) will be worn by the Director of CERT Operations, the CERT Field Commander, and all CERT uniformed staff when involved in CERT training or CERT deployment as directed.
- B. Class "D" Uniform Composition/Color: All CERT members - black web belt, navy blue baseball cap with CERT insignia, long sleeve navy blue shirt, navy blue BDU trousers, blue turtleneck shirt, navy blue all-weather coat; and employee-provided black "jump style" boots and dark blue or black socks.
- C. Class "D" Uniform Items
 1. The CERT designated baseball cap: With insignia; will be worn at all times while wearing the Class "D" (CERT) uniform.
 2. Winter knit hat, navy blue: Department-issue with NYS DOCCS embroidered seal visible, center to front of head; may only be authorized by the Director of CERT or Field Commander.
 3. Shirt, navy blue long sleeve: With Departmental shoulder patch on left shoulder, CERT patch on right shoulder, facility team and number designation patch ¼" above right pocket flap; supervisor insignia will also be worn in subdued (black) affixed to collar.
 4. Blue all-weather coat: With Departmental shoulder patch on left shoulder, CERT patch on right shoulder, the facility team and number designation tag will be worn on the right chest affixed to the cloth tag provided. Supervisors shall affix subdued supervisor rank insignia to the epaulets.
 5. Trousers: BDU style navy blue with cargo pockets; will be bloused at all times.

VII. SPECIFICATIONS AND RULES - UNIFORM ITEMS

- A. Common Uniform Issue Items
 1. Hat, Arctic: With official emblem affixed. The Arctic hat may be substituted for the Garrison cap or the D.I. campaign hat in cold weather assignments, between November 16th and March 31st, unless this time period is expressly extended by the facility DSS or equivalent (for wear by Lieutenants, Captains, and DSS only).

2. Coat, all-weather: With Departmental shoulder patch, American flag patch, and appropriate insignia of rank affixed. Blue for Officers and Sergeants; chevrons will be sewn to the sleeve. Black for Lieutenants, Captains, and Deputy Superintendents for Security; regular size insignia of rank will be affixed to the shoulder epaulet.

NOTE: The coat may be reversed to the reflectorized orange when high visibility is required for details such as recreation yards, road blocks, etc., or as may be necessary for safety reasons.

3. Sweater: Regulation V-neck pullover with appropriate insignia of rank affixed. The shirt collar must be outside the sweater. The sweater will not be worn together with the Ike jacket. The sweater may be worn without a tie within a facility, but a tie must be worn with a sweater when leaving the facility on duty in a Class "A" uniform. The sweater may be worn under the approved all-weather coat. When the sweater is worn under the coat, the coat shall be fully zipped.
4. Belt, black: Issue leather with issue buckle.
5. Raincoat: Orange.
6. Turtleneck shirt: Will not be worn with the Class "A" uniform; may only be worn with the Class "B," "C," or "D" long sleeve shirt.
7. Frisking gloves: Departmentally approved cut resistant gloves (navy blue leather only) may be worn by employees only in the course of cell/area frisks, while performing personal searches of inmates (i.e., pat frisks, strip frisks, or strip searches), while packing inmate property, searching inmate clothing during clothing exchange, outside recreation areas - cold weather only, distributing supplies and materials in a special housing unit or mental health unit, and whenever an Officer's duties require that they handle and/or distribute bladed or sharp-edged tools. When not directly involved in the above activities, the gloves must be carried tucked neatly under the uniform belt or in the rear pocket of the pants.

B. Uniform Changes During Tour of Duty

1. When any uniform item is removed, it must be secured from inmate access.
2. All Correction Officers are required to have quick access (locker) to both a Class "A" and a Class "B" uniform for temporary assignment, except for staff at Shock Incarceration Facilities or Willard DTC. Priority in assigning full size locker space will be given to those Officers who normally will be expected to change uniforms during a tour of duty.
3. An Officer or Sergeant who is assigned to a Class "B" uniform post who is reassigned to a Class "A" uniform post during his or her tour of duty must change into a Class "A" uniform. However, the changing of uniforms is not necessary during an emergency as defined in Directive #4010, "Emergency Control Plans."
4. An Officer or Sergeant who is assigned to a Class "A" uniform post and is reassigned to a Class "B" uniform post during his or her tour of duty may remain in a Class "A" uniform.

Officers and Sergeants wearing Class "A" uniforms who are subsequently assigned to Class "B" posts on the next shift (overtime, voluntary, or mandatory) will be permitted to remain in the Class "A" uniform for the overtime assignment.

5. A Sergeant whose assignments are split into two or three different Class "A" and "B" uniform areas (e.g., mess hall, housing unit, program committee) will determine his or her uniform of the day by the primary assignment. If more than 50% of the time is spent in a Class "B" assignment, the uniform of the day will be Class "B," and vice versa. If assignments are split 50/50, the Superintendent shall consult with the Supervising Superintendent for a determination.
6. Uniformed employees at Shock Incarceration Facilities or Willard DTC shall wear the Class "C" uniform at all times during their tours of duty (except for Drill Instructors conducting physical training).

C. Uniform Wear and Appearance

1. Whenever the Class "A," "B," or "C" uniform is worn, it must be worn in its entirety, including all appropriate accessories and insignia. Only regulation issue uniform items and non-issue items approved by the Commissioner will be worn while on duty.
2. Uniform items from the different classes may not be worn in combination except as specified in this directive.
3. Nothing will be carried in the front pockets of the uniform jacket, and the pocket flaps and sleeves must remain buttoned at all times.
4. Nothing shall be carried in the Class "A" or "B" shirt/blouse pockets except for two pens/pencils, one pair of eyeglasses and one eyeglass case, the "Standards of Inmate Behavior All Institutions," and a notebook/calendar. Nothing will be affixed to the notebook/calendar and no written phrases, letters, or insignia may be visible above the top of the pocket.
5. Nothing shall be carried in the right shirt pocket of the Class "C" uniform. Two pens/pencils may be carried in the left shirt pocket.
6. Nothing shall be carried in the Class "D" (CERT) uniform shirt pockets.

VIII. ACCESSORIES – GENERAL (see illustrations in Attachment A)

- A. Collar Ornaments: One insignia bearing the letters "NY" will be worn on the right side of the shirt/blouse collar and the other insignia bearing the letters "CO" will be worn on the left side of the collar.

These collar ornaments will be worn at all times by Correction Officers on all uniforms, except for the Class "D" uniform.

- B. Necktie Bar: The necktie bar will be worn by each Supervisor and Correction Officer whenever the necktie is worn. The Official Service Award Pin (i.e., "Tie Tack") may be worn in lieu of the regular issue necktie bar.
- C. Name Tags: Must be worn on the uniform shirt and outermost garment as follows:
1. Shirt/Blouse: Centered 1/4" below and parallel to the top of the right pocket.
 2. Ike Jacket: Centered on the right pocket flap 1/4" below the top seam.

3. **Sweater:** Although there is no pocket for the exact placement of the name tag, the tag should be positioned exactly as if such pocket existed.
 4. **All-Weather Coat:** Centered and parallel within the cloth tag provided on the right.
- D. **Shoulder Patch:** Uniform jacket, shirts, and all-weather coat will have the official Departmental shoulder patch affixed to the left sleeve, 1/2" below the left shoulder seam.
- E. **Specialized Patches:** As defined below, shall be affixed to the right shirt pocket of the Class "B" uniform or the Class "C" uniform at Shock Incarceration Facilities and Willard DTC. If a Correction Officer has earned more than one of the authorized specialty patches, the second patch shall be worn on the left side shirt pocket (see Attachment A).
1. **Fire/Safety Patch:** To be worn by the bid Fire/Safety Officer while assigned to his or her bid job.
 2. **Weapons Training (Firearms Instructor Patch):** To be worn by the Weapons Training Officers while assigned to conduct training.
 3. **Unarmed Defensive Tactics Patch:** To be worn while assigned to conduct training.
- F. **Sam Brown Belt:** Sam Brown-type belt may be worn only when an Officer is armed with a Glock, or when an employee's duties require carrying an extensive amount of keys or equipment (e.g., inside roundsman, etc.). Whenever such use is appropriate, the belt will be provided by the facility. Belt keepers may only be worn with the Sam Brown style belt.
- G. **Insignia of Rank**
1. Sergeant chevrons will be worn on each sleeve of all shirts, Ike jacket, and all-weather coats.
NOTE: Sergeant chevrons are not to be affixed to the uniform sweater.
 2. Regular rank insignia will be worn by each Lieutenant, Captain, DSS, and Colonel on the shoulder epaulets of the Ike jacket and all-weather coat.
 3. Miniature rank insignia will be worn by each Sergeant, Lieutenant, Captain, DSS, and Colonel on both the right and left shirt/blouse collar, 1/2" back from the leading edge of the collar and centered between the top of the collar and the tip of the collar. The leading edge of the insignia (Sergeant, Lieutenant, and Captain) shall be parallel with the leading edge of the collar. The eagle insignia shall be worn perpendicular to the leading edge of the collar, facing forward (facing the tie).
 4. Cloth rank insignia will be worn by each Sergeant, Lieutenant, Captain, DSS, and Colonel on the shoulder epaulet of the uniform sweater.
- H. **Service Bars:** In recognition of satisfactory service for uniformed security staff, gold longevity and satisfactory service bars and stars for all uniformed security personnel (Correction Officer through DSS/Colonel) shall be affixed to the left-hand sleeve of the Class "A" Ike jacket. They shall be sewn on at a 45° angle from the parallel and 7" above the bottom cuff line, or 1/2" above the top cuff band on the DSS jacket. The lowest point of the service bar shall be toward the front of the sleeve (see Attachment A).

Service bars shall also be affixed for wear on the all-weather coat as described above; service bars or stars must be affixed to the left-hand sleeve 7" above the bottom of cuff (see Attachment A), by the facility Quartermaster, via a thermo patch machine. To affix the bars or stars in any other manner will deplete the coats weather proofing.

The Facility Quartermaster will issue one service bar for each five-year period of service as a uniformed member of the Department of Corrections and Community Supervision (DOCCS), up to and including 20 years. For each additional five-year period, one star will be issued.

- I. Departmental Service Awards (Medal of Honor or Medal of Merit): Ribbons denoting these awards shall be worn centered above the left breast pocket when worn alone or centered above any U.S. Military Service Ribbons. (Are authorized for wear on the Ike jacket only; see Attachment A)

If a uniformed employee has been awarded both Departmental medals, the Medal of Honor is to be worn to the right of the Medal of Merit.

- J. Unit Citation: Official Unit Citations, as approved by the Department, shall be worn centered above and parallel to the name tag. (Are authorized for wear on the Ike jacket only; see Attachment A)
- K. U.S. Military Service Ribbons: On the Class "A" Ike jacket, they may be worn centered 1/4" above and parallel to the left flap seam. (Are authorized for wear on the Ike jacket only; see Attachment A)

NOTE: DOCCS shoulder patches, Sergeant chevrons other than cloth epaulet type, or any other insignia, ribbons, or awards are not to be worn on the sweater.

- L. American Flag: The American Flag patch shall be worn on Class "A," "B," and "C" uniform shirts, blouses, jackets, and winter coats; but not on the uniform sweater. The American Flag patch shall be worn on the right sleeve, 2" below the shoulder seam, centered on the sleeve panel. The CERT patch will be substituted for the flag patch on the Class "D" uniform (see Attachment A).
- M. Whistle and Chain (Shock Incarceration Facilities and Willard DTC only): Will be worn on the left shirt pocket with chain hooked through the top button hole of shirt (gold - Supervisor; silver - Correction Officers).
- N. Blue Web Belt (Shock Incarceration Facilities and Willard DTC only): Will be worn over the Department-issue black leather belt (gold buckle - Supervisor; silver - Correction Officers).
- O. K-9 Pin: Worn by active K-9 Unit Officers, centered 1/4" above and parallel to the left shirt/blouse pocket (see Attachment A).
- P. Handcuff Case: Where the facility has established that uniform personnel must carry handcuffs as part of their daily assignment, the facility shall provide a black leather handcuff case.
- Q. Black Cuff Band: Affixed to the Ike Jacket; one (manufactured with the jacket) for Lieutenants and two (sewn on) for Captains. The second (Captain's) band is sewn 1/4" above and parallel to the existing band.
- R. Clear Security Bag: All staff are required to use a Department issued clear bag to carry *allowable* items into the facility.

The Central Office Quartermaster will issue a clear security bag to recruits entering the Training Academy.

S. Employee-Provided Items

1. Shoes/boots: Black leather, plain polished solid toe work shoe and/or boot with maximum 2" heel. Officers whose duty assignments include prolonged exposure to inclement weather may substitute their own appropriate black work boot. Boots/shoes shall be clean and polished.

NOTE: Boots must have a black leather polished finish on the heel, the top of the foot, and the toe area. The remainder of the boot may be constructed of different material (webbing, cordura, etc.), however, this material must be black in color and the same shade as the leather section of the boot.
2. Socks, black or dark blue: Lieutenants and above may wear dark gray socks. Uniformed female personnel may substitute beige, coffee, off-black, or taupe stockings. Dark gray socks may also be worn by employees wearing the Class "C" uniform. Socks must be worn at all times. The minimum acceptable length of the socks must be standard crew length (anklet-type socks are not permitted).
3. Undergarments: Whenever an undergarment (T-shirt) is exposed beneath the uniform shirt, that undergarment will be plain white and sleeves shall not extend beyond the uniform shirt.
4. Sunglasses: When worn on duty, are to compliment the uniform. No mirror-finish lenses; simple military-style frames only. Irregularly shaped lenses, sport-type frames, and eyeglass retaining straps are not permitted. Sunglasses are not permitted to be worn inside any building except for photo-gray and/or light sensitive prescription lenses.
5. Baton ring: When an employee elects to carry a baton, the baton ring will be a black or chrome ring with a plain black leather strap.
6. Key clip, chrome or black: Simple design with spring retaining mechanism to provide necessary security for issued keys. Multiple key clips are permissible only when authorized by the DSS.
7. Key pad, black leather only; plain leather and polished: To be worn under the keys to protect the uniform from wear.
8. Flashlight, plastic or metal, black only with maximum capacity of two AA batteries: Black belt case.
9. Gloves; black, insulated only: For use during outside assignments or when traveling to or from an assignment during inclement weather. Fingerless gloves are prohibited.
10. Pocket knife: A knife with a single folding blade (blade not to exceed 2" in length) may be carried in trouser/skirt/culottes pocket out of view. Leatherman-multi-tool style or replaceable utility blade style knives are not permitted.

- IX. PERSONAL GROOMING STANDARDS:** Employees shall be well-groomed, appropriately dressed, and present a neat, clean appearance while on duty. Moderate amounts of cologne or perfume may be used.
- A. **Hair:** The hair must be kept clean, professional in appearance, and within Department standards. Uniformed staff may not wear hair styles that feature spikes, shaved patterns, lines, tails, symbols, or names cut into the hair. Unnatural color dyes, or any other styles which distract from their professional appearance, shall not be allowed.
1. **Males:** The hair shall be neatly groomed so as not to fall over the ears or eyebrows or extend more than 1/2" below the top of the uniform collar.
For male recruits entering the Training Academy, Shock Incarceration Facilities, and Willard DTC: hair will be neatly groomed and military in appearance, not to exceed 1/4" in length on the back and sides. Hair will not fall over the ears or eyebrows or touch the collar except for closely cut hair on the back of the neck.
 2. **Females:** While in uniform, the hair shall be neatly groomed and arranged/styled so that it does not extend more than 1/2" below the top of the uniform collar.
Pins, combs, or barrettes similar to the color of the hair are permitted, provided they are tasteful, not ostentatious, and concealed as much as possible.
NOTE: Hair ornaments or ribbons shall not be worn.
For female recruits entering the Training Academy, Shock Incarceration Facilities, and Willard DTC: hair will be neatly groomed and military in appearance. Female security staff will wear their hair up and tied back off the collar. Hair clasps will be solid in color, simple in appearance, and similar to the color of the hair.
- B. **Facial Hair:** Whenever the Department requires an employee to wear a respirator, facial hair which would prevent a proper seal between the face and mask (e.g., beard/goatee) is prohibited. See Directive #4068, "Respiratory Protection Program."
1. **Beards/goatees:** Security staff appointed after January 25, 1990 are not permitted to wear beards or goatees. Security staff appointed prior to January 25, 1990 may wear beards or goatees provided they are kept neatly trimmed within one inch.
 2. **Sideburns:** Shall be neatly trimmed; the base shall be clean shaven on a horizontal line and shall not extend below the lowest part of the exterior ear openings. Muttonchop or flared sideburns are prohibited.
 3. **Mustaches:** Must be neatly trimmed and not extend beyond the corners of the mouth or fall below the center line of the lips. Handlebar-style mustaches are not permitted.
Recruits reporting to the Academy shall keep mustaches trimmed as set forth above. Recruits shall not be permitted to grow new mustaches while at the Academy.
 4. At Shock Incarceration Facilities and Willard DTC, beards/goatees are not permitted.
- C. **Jewelry:** All uniformed personnel are prohibited from wearing personal jewelry, except for the following:

1. Watch (no cell phone capability, Wi-Fi, Internet access, recording capability, or Fitbit or any other electronic fitness tracker);
2. Religious medals and chains (not to be visible);
3. MIA/POW Bracelets;
4. One simple, single colored memorial bracelet no more than 1/2" in width (no protrusions, charms, designs, symbols, or political message/implications, fraternal organization messages, advertisements, etc.) shall be allowed;
5. Wedding band, military and/or class ring, and engagement ring;
6. Medic Alert bracelet; and
7. No ear, nose, tongue, or other facial ornaments (e.g., no earrings, piercings, etc.).

NOTE: The Department will closely review employee property damage claims for any loss considered to be unreasonable in the face of this policy, but will continue to honor reasonable and verifiable claims consistent with the intent of Article 2, Section 8, paragraph 12 or 12A of the NYS Finance Law.

- D. Fingernails: Uniformed personnel will keep fingernails clean and neatly trimmed so as not to interfere with the performance of duty, detract from the professional uniform image, or present a safety hazard. Clear fingernail polish only is permitted.

- X. RELIGIOUS ACCOMMODATION:** Uniformed employees may request a reasonable accommodation, based on their sincerely held religious beliefs, from the requirements outlined in this directive, and the Department will provide such reasonable accommodation unless doing so would result in an undue hardship on the Department.

A request for a reasonable accommodation based on sincerely held religious beliefs will be individually assessed by the Department. In determining whether a requested accommodation is reasonable or whether the requested accommodation will create an undue hardship on the Department, the Department will evaluate the facts and circumstances relevant to the individual employee situation.

These facts and circumstances may include, but may not be limited to: the employee's job duties and assignments; the facility at which the employee works; the work location within the facility; the custodial obligation the Department has to inmates; the impact the requested accommodation has on employees similarly situated; whether the requested accommodation requires more than ordinary administrative costs, diminishes efficiency in other jobs, or infringes on other employees' rights or benefits; workplace safety; other laws or regulations; and/or whether the requested accommodation negatively impacts or jeopardizes the safety and security of the requesting employee, other employees, inmates, and/or the public.

A request for religious accommodation may be addressed through various means, including but not limited to, voluntary substitutions or swaps, job reassignments, or modification of workplace policies, practices, or procedures.

To request a reasonable accommodation under this section, an employee should submit a written request stating the basis for the request and the accommodation requested, and should send that request to the Director, Office of Diversity Management, NYS Department of Corrections and Community Supervision, 1220 Washington Avenue, Albany, New York 12226. A copy of the request should also be sent to the Director of Personnel, NYS

Department of Corrections and Community Supervision, 1220 Washington Avenue, Albany, New York 12226.

A written response to the request will be forwarded to the employee.

XI. UNIFORM INSPECTION

- A. Daily Inspections: All uniformed personnel are required to report for duty at pre-shift briefing in full uniform (see Directive #4081, "Pre-Shift Briefing/Lineup").
1. As an integral part of the pre-shift briefing/lineup procedure, all uniformed personnel will be inspected by a supervisory Officer to ensure that all sections of this directive and Sections 22.3 through 22.6 of the Employees' Manual are fully met.

In those cases where an employee is not required to be present at pre-shift briefing/lineup, that employee will be inspected individually by a supervising Officer at an area designated by the Watch Commander.
 2. Area Supervisors are responsible for ensuring that uniformed personnel maintain the proper appearance throughout their tour of duty.
- B. Semi-Annual Inspections: Will be conducted by the facility's DSS or designee. A report containing the number of uniformed personnel (by rank) inspected and comments regarding the need for uniform items etc. will be filed with the Deputy Commissioner for Correctional Facilities, Attention: Director of CERT Operations, no later than the 15th of May and the 15th of December, respectively.
1. Inspections are to be conducted during the following time periods:
 - a. April 16th through April 30th; and
 - b. November 16th through November 30th.
 2. The April inspections are to ensure a full Class "A" uniform with issued equipment is maintained, except for inspections at Shock Incarceration Facilities and Willard DTC, which will be conducted in the Class "C" uniform.
 3. The November inspections will be in the uniform of the employee's assigned post.
 4. During these inspections, Officers shall be checked for compliance with Departmental grooming standards and their identification cards checked for accuracy. A review of all employee hostage photos should be completed and updated as needed.

XII. QUARTERMASTER ACTIVITIES

- A. Role of the Quartermaster: Critical to the effective management of this program is the Central Office Quartermaster and each Facility Quartermaster. The Quartermaster shall be responsible for:
1. Quality inspection of new garments;
 2. Timely distribution of facility issue;
 3. Adequate and accurate records, pursuant to Directive #3084, "Uniform Issue Record;"
 4. Clean and orderly storage; and
 5. Control over inventory.

B. Facility Quartermaster Audits

1. The Central Office Quartermaster or designee will coordinate and conduct facility audits every three years;
2. A written report of the audit findings will be forwarded to the Superintendent of each facility; and
3. Audit responses correcting any noted deficiencies will be forwarded to the Director of Support Operations.

C. Replacement

1. Uniform garments deemed "unpresentable" shall be turned in to the Facility Quartermaster for evaluation and replacement, if deemed necessary.
2. No routine requests for replacement items shall be submitted by the Facility Quartermaster for Correction Officer Trainees during their first year of service.
3. Replacement issue will be based on evidence of substantial wear (e.g., stretched, torn, threadbare, stained, etc.). The replacement schedules outlined in Section XIII represent the minimum useful life of each item.
4. Female uniformed employees may request pants, skirts, or culottes as replacement items to be worn at the employee's discretion.

Note: Culottes are available only in the Class "A" uniform issue.

5. When issued items or equipment are damaged in the line of duty, the loss must be substantiated by the employee's supervisor before replacement items are issued.

D. Disposal of Uniforms

1. All unusable uniform garments, including shirts, are to be turned in to the Facility Quartermaster for disposal (centrally or at the facility) or recycled as directed by Support Operations.
2. The Facility Quartermaster will count and record unusable uniform items on OGS Form #CS-201, which can be found on the OGS website at: <http://ogs.ny.gov/BU/SS/State/SA.asp>. The Facility Steward or designee will assign a member of the Business Office staff to verify quantities for the Steward's approval of the OGS Form #CS-201. The approved OGS Form #CS-201 shall be submitted to Support Operations by mail or electronically to: SupportOps@doccs.ny.gov, for Support Operation's approval and direction on disposal method.
3. For textile disposal, contact Franklin, Wyoming, or Marcy CF to make arrangements for shredding with the facility. Patches, zippers, and buttons do not need to be removed from the garments prior to shredding. Security raincoats should only be sent to the Wyoming Recycling Center for disposal.
4. Please see Directive #3050, "Waste Reduction and Recycling Program," Section VI-G Textiles, for what clothing material cannot be recycled.
5. Collar brass, insignia, or any other item that cannot be shredded is to be listed on a separate OGS Form #CS-201 and sent to Support Operations. Once approved, items are to be sent to the Central Office Quartermaster by UPS to the following

address: NYS DOCCS, ATTN: Quartermaster, 550 Broadway, Menands, NY 12204.

6. Clear security bags must be placed on OGS Form #CS-201 and sent to Support Operations for review and direction for disposal.
7. An OGS Form #CS-201 must be submitted within three months following receipt of the annual issue.
8. Copies of OGS Form #CS-201 and approval/method documentation are to be retained for a minimum of three years.
9. If the garment material is to be recycled or disposed of centrally, the patches, zippers, and buttons must first be removed and patches must be destroyed. If a Local Disposition Authorization (LDA) (disposal at facility) is received, the Facility Quartermaster shall ensure the garments are cut up to eliminate any possibility of improper use.

E. Termination/Retirement

1. All employees leaving State service (termination, leave without pay, resignation, retirement) are to turn in all uniform items and equipment to the Facility Quartermaster by using [Form 3083B](#), "Facility Quartermaster Checklist."
2. Badge/Badge Case/ID Card is to be turned in to the Watch Commander or designated supervisor as outlined in Directive #2946, "Employee Identification Material."
3. The employee's final "lag" paycheck will be withheld until the Payroll Office receives verification that the uniforms, accessories, and the Badge/Badge Case/ID Card have been turned in.
4. The Facility Quartermaster will retain uniforms that are in good, clean condition for reissue.

F. Storage

1. The Superintendent of each facility will designate a secure area for the storage and issuance of uniform items. This space should be in an area outside inmate living and program areas.
2. The Deputy Superintendent for Administrative Services (DSA), in conjunction with the Facility Quartermaster, is responsible for maintaining control and security of all unassigned uniform items and accessories.
3. Upon receipt of ordered uniform items, the Facility Quartermaster should notify all uniformed employees to return unusable uniform items in exchange for replacements within a reasonable period of time.
4. A small quantity of unissued uniform items and accessories can be maintained for replacement of damaged or lost articles. Any stock of new uniforms which is excessive should be shipped back to the Central Office Quartermaster after the annual distribution is completed.
5. Uniforms turned in due to promotions, retirements, or terminations shall be held by the Quartermaster for use as extras for special work assignments or problems.

G. Damaged or Lost Uniform and Equipment Issue

1. Uniformed personnel are required to report, in writing, the loss or damage of uniform and equipment items to their immediate supervisor as soon as the loss or damage is discovered.
2. The supervisor will investigate the loss or damage of said items and report his or her findings to the DSA or designee.
3. If the results of the investigation prove negligence on the part of the employee, the employee will be required to pay for replacement items in accordance with Directive #2948, "Reporting Loss of Issued Items."
4. After filing the written report, the employee needing replacements for lost or damaged items will report immediately to the Facility Quartermaster who, upon receiving approval of the DSA, will issue the replacement items.

XIII. UNIFORM ISSUE AND REPLACEMENT

- A. Initial Issue, Correction Officers, and Institution Safety Officers: New Correction Officers and Institution Safety Officers, to the extent possible, will receive the below listed items of uniform clothing from the Central Office Quartermaster during their initial training at the Training Academy. Alterations to the uniform are authorized only when required to ensure proper fit.

NOTE: Employees requiring maternity uniforms must notify the Facility Quartermaster; who will then submit a special order, including class designation ("A," "B," or "C") and employee rank, to the Central Office Quartermaster. The employee may request stretch pants and/or jumper; maximum of two each. These items may be worn separately or together at the discretion of the employee. Delivery of maternity issue to the facility will be two to four weeks after receipt of the special order by the Central Office Quartermaster.

Correction Officer Trainees and Institution Safety Officer Trainees will not receive replacement items during their first year of service. Subsequent replacement issue will be based on evidence of substantial wear (e.g., stretched, torn, threadbare, stained, etc.) and all uniform items to be replaced must be turned in to the Facility Quartermaster. Institution Safety Officers will turn in and receive replacement items from their assigned Facility Quartermaster.

The replacement schedule time periods represent minimum expected useful life. Replacements will not be automatic, but must be based on evidence of substantial wear.

Class "A" and Class "B" items will be issued to all uniformed staff except for staff assigned to Shock Incarceration Facilities and the Willard DTC. Class "D" uniforms will be issued to CERT members only.

1. <u>Class "A" Uniform Items of Clothing</u>	<u>Initial Issue</u>	<u>Replacement Schedule</u>
Belt, black leather	1	1 every 4 years
Cap, blue Garrison	1	1 every 5 years
Coat, blue all-weather	1	1 every 5 years
Coat, orange rain	1	As needed
Jacket, blue, Ike	1	1 every 5 years

	Necktie, blue, clip-on	3	As needed
	*Pants, blue	1	1 every 2 years
	Shirt, blue long sleeve	5	2 every year
	Shirt, blue short sleeve	5	2 every year
	Sweater, blue	1	1 every 4 years
2.	<u>Class "B" Uniform Items of Clothing</u>	<u>Initial Issue</u>	<u>Replacement Schedule</u>
	*Pants, blue chino	5	2 every year
	Cap, baseball (one solid panels, one semi-solid panels)	2	As needed
	Turtleneck shirt, blue	2	1 every year
	Knit hat (navy blue, Officers and Sergeants only)	1	1 every 5 years
3.	<u>Class "C" Uniform Items of Clothing</u>	<u>Initial Issue</u>	<u>Replacement Schedule</u>
	Shirt, gray chino:		
	Long sleeve	5	2 every year
	Short sleeve	5	2 every year
	Pants, gray chino	5	2 every year
	Cap, baseball	1	As needed
	Turtleneck shirt, blue	2	1 every year
	Campaign hats, felt, straw (Shock/Willard only)	1 each	1 each; every 3 years
	Drill Instructor Jacket (Black) (D.I.'s & Supv. only)	1	1 every 5 years
	Knit hat (navy blue, Officers and Sergeants only)	1	1 every 5 years
4.	<u>Class "D" Uniform Items of Clothing</u>	<u>Initial Issue</u>	<u>Replacement Schedule</u>
	Shirt, long sleeve, blue	2	1 every 2 years
	Pants (BDU) blue	2	1 every 2 years
	Blue all-weather coat	1	1 every 5 years
	Cap, baseball	2	As needed
	Turtleneck shirt	1	1 every year
	Winter knit hat (navy blue)	1	1 every 5 years
5.	<u>Uniform Accessories</u>	<u>Initial Issue</u>	<u>Replacement Schedule</u>
	Badge/case	1	As needed
	Collar Ornaments (Sets)	2	As needed
	Glove Pouch	1	As needed
	Hat emblem	1	As needed
	Name tag long pin	2	As needed

Name tag short pin	2	As needed
Tie bar	1	As needed
Silver Whistle/Chain (Shock/Willard only)	1	As needed
Web Belt (Shock/Willard only)	1	1 every 4 years
Clear Security Bag	1	1 every 2 years

*Female Correction Officer Trainees will receive pants as part of their initial issue. Replacement issues may consist of a Class "A" skirt or culottes or Class "B" skirt at the employee's discretion.

- B. Issue upon Assignment to Class "A" Post - Correction Officers and Sergeants: When an Officer or Sergeant is assigned to a high visibility or public contact post, as defined in Section III, which will require continuous wear of a Class "A" uniform, the Officer or Sergeant will receive additional Class "A" uniform items (as specified below) unless such additional issue has been previously received. Replacements of Class "B" uniform items will be suspended for the duration of the assignment.

<u>Class "A" Uniform Items</u>	<u>Additional Issue</u>	<u>Replacement Schedule</u>
Pants, blue	3	As needed
Shirt, blue long sleeve	3	As needed
Shirt, blue short sleeve	3	As needed

- C. Issue upon Promotion/Transfer: Upon promotion, the current facility will provide the employee with the required uniform articles and accessories, except for the new badge and case which will be provided at the facility of the new assignment. Uniform items not required in the new title/assignment will be turned in to the Facility Quartermaster when picking up the promotion issue.

<u>1. Promotion to Sergeant</u>	<u>Initial Issue</u>	<u>Replacement Schedule</u>
Badge/case	1	As needed
Chevrons cloth	13 pair	As needed
Hat band gold	1	As needed
Insignia of Rank		
Miniature (sets)	2	As needed
Cloth shoulder (sets)	1	As needed
Shirt, white		
Long sleeve	5	2 every year
Short sleeve	5	2 every year
Pants, blue	*	2 every year

NOTE: At Shock Incarceration Facilities and Willard DTC:

D.I. Jacket, black	1	1 every 5 years
Gold Braids/acorns	1	As needed
Gold Whistle/Chain	1	As needed

Web Belt/Gold Buckle	1	1 every 4 years
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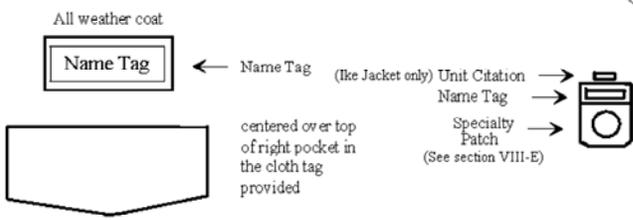
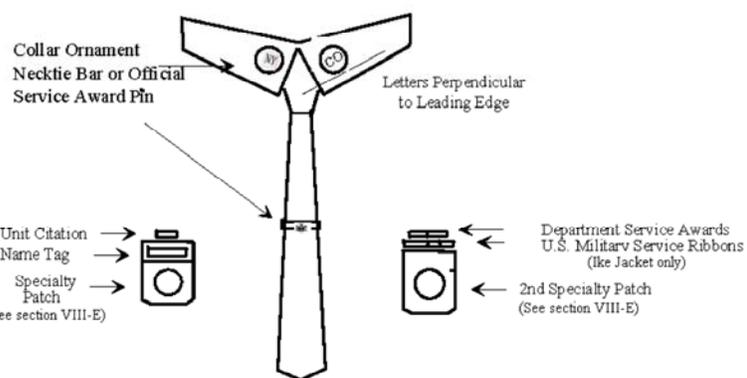
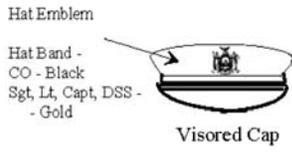
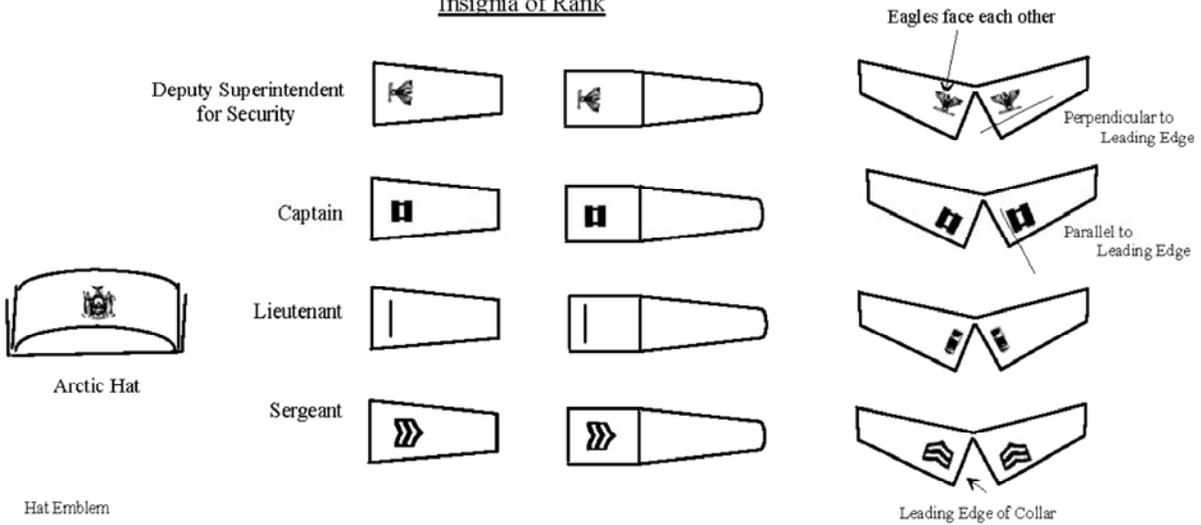
*Employee should be brought up to full complement of four blue pants.

- | | | |
|---|----------------------|-----------------------------|
| 2. <u>Promotion to Lieutenant</u> | <u>Initial Issue</u> | <u>Replacement Schedule</u> |
| Badge/case | 1 | As needed |
| Cap, gray Garrison | 1 | 1 every 5 years |
| Coat, black all-weather | 1 | 1 every 5 years |
| Hat, Arctic | 1 | 1 every 5 years |
| Insignia of Rank | | |
| Miniature (sets) | 2 | As needed |
| Regular (sets) | 2 | As needed |
| Cloth shoulder (sets) | 1 | As needed |
| Jacket, gray Ike
(w/black cuff band affixed) | 1 | 1 every 3 years |
| Pants, gray | 4 | 2 every year |
| Shirt, white | | |
| Long sleeve | 5 | 2 every year |
| Short sleeve | 5 | 2 every year |
| Sweater, gray | 1 | 1 every 3 years |
| 3. <u>Promotion to Captain</u> | <u>Initial Issue</u> | <u>Replacement Schedule</u> |
| Badge/case | 1 | As needed |
| Cuff band, black | 2 ft. | --- |
| Insignia of Rank | | |
| Miniature (sets) | 2 | As needed |
| Regular (sets) | 2 | As needed |
| Cloth shoulder (sets) | 1 | As needed |
| 4. <u>Promotion to DSS*</u> | <u>Initial Issue</u> | <u>Replacement Schedule</u> |
| Badge/case | 1 | As needed |
| Jacket, gray Ike with gold braid | 1 | 1 every 3 years |
| Insignia of Rank | | |
| Miniature (sets) | 2 | As needed |
| Regular (sets) | 2 | As needed |
| Cloth shoulder (sets) | 1 | As needed |
- *Deputy Superintendent for Security
5. Employees transferred will take their full uniform issue with them.
 6. For any promotions or transfers, [Form #1245](#), "Uniform Record Security Staff," will be forwarded to the new facility of assignment by the Facility Quartermaster.
- D. Issue of Auxiliary (Organizational) Equipment: The following items will remain at the facility of issue and will not be taken to a new facility if promoted or transferred:

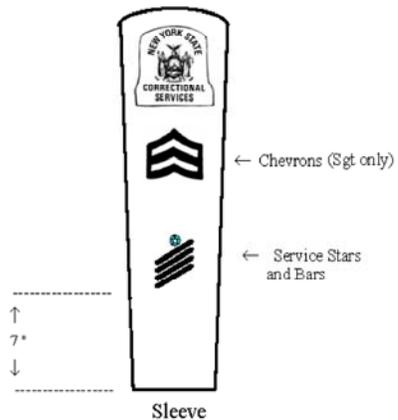
1. Chemical agent masks and riot helmets are issued at some facilities at the time of assignment. Other facilities will store and issue them when a situation necessitates their use.
2. Batons are issued at some facilities, except minimum security, at the time of assignment. Other facilities, except minimum security, will store batons in the Arsenal and issue them upon request at the beginning of a tour. If an employee elects to carry a baton, it shall be in accordance with the DOCCS Training Academy lesson plan.
3. Facility radios, carrying accessory - clip, radio cases, handcuffs, and handcuff cases are issued at facilities at time of assignment for those posts requiring these items, and shall be returned upon completion of the tour of duty.

ILLUSTRATIONS (05/12)

Insignia of Rank



All Weather Coat



Ike Jacket



**STATE OF NEW YORK
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION**

FACILITY QUARTERMASTER CHECKLIST

_____ Correctional Facility

On _____ the following uniform items and related equipment were returned to
_____, Facility Quartermaster, from _____.

<u>Item Description</u>	<u>Quantity</u>
1. Uniform Class A Jacket	_____
2. Uniform Class B Jacket	_____
3. Winter Coat	_____
4. Sweater	_____
5. Winter Hat	_____
6. Garrison Cap	_____
7. Baseball Cap	_____
8. Class A Slacks/Trousers	_____
9. Class B Slacks/Trousers	_____
10. Class A Blouse/Shirt	_____
11. Class B Blouse/Shirt	_____
12. Hat Badge	_____
13. Belt, Black	_____
14. Collar Brass	_____
15. Tie Clip	_____
16. Neck Tie	_____
17. Raincoat	_____
18. Turtleneck	_____

Facility Quartermaster

Employee Signature

cc: Personal History Folder