



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 17-24 Dress Code, Appearance, and Uniforms

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 14-08

APPROVED: Signature on File EFFECTIVE: August 1, 2017

- I. APPLICABILITY.** This directive applies to all ACC employees.
- II. POLICY.** Employees are to use good judgment in their dress and appearance, keeping safety in mind and that a professional appearance is important in projecting the proper image to the public and offenders.
- III. GUIDELINES.**
 - A. Attire Requirements.**

1. All employees must wear neat and clean clothing. Normal daily attire is uniform, business or business casual (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. Tights, leggings, yoga pants or other types of hosiery must be accompanied by a top or dress that extends at least to the fingertips. Blue jeans and other casual wear are not considered appropriate for daily office attire under normal circumstances.

No costumes may be worn at the workplace except for agency approved events.

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 clean, neat and styled to present a professional appearance. Extreme hairstyles that detract from professionalism are not allowed. Hair color must be of natural tones. Non-natural tones such as maroon, pink, green, blue, purple, orange or bright red are NOT acceptable.
2. All Residential Security Officers: Designs or numbers cut or sculpted into hair are prohibited. Hair must not be styled or combed forward any lower on the forehead than the employee's eyebrows, measured from the high point of the eyebrow.
3. Male Law Enforcement Officers: Hair must be neatly 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 inch and no longer than the bottom of the earlobe.
4. Male Residential Security Officers: Hair must be neatly 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 inch and no longer than the bottom of the earlobe. Braids, cornrows, mohawks and dreadlocks are prohibited.
5. Female Residential Security Officers: Long hair must be arranged in a fashion so that it does not extend over the collar or ears. Hair may be held in place by plain black fasteners placed as inconspicuously as possible. Decorative accessories are prohibited. Braids, cornrows, dreadlocks, ponytails, and mohawks are prohibited. Hair styles that would allow a resident to get a hand hold are not allowed. Hairpieces including wigs and extensions are prohibited unless medically required as documented by a physician.
6. ACC Students and Instructors in Basic Training Academies: Hair must be above the collar while participating in or instructing basic training academies.

C. Face.

All employees: Designs or numbers cut or sculpted into eyebrows are prohibited.

Male Residential Security Officers: Faces must be clean-shaven; however, a neatly trimmed moustache is allowed. The moustache cannot extend below the corners of the mouth nor the top of the upper lip.

Male Law Enforcement Officers: A neatly trimmed moustache is allowed. The moustache cannot extend below the corners of the mouth nor the top of the upper lip. A neatly trimmed beard no longer than one-half inch may be worn. However, male Law Enforcement Officers must be clean-shaven while participating in basic training academies.

D. Jewelry.

All ACC employees: Facial jewelry is prohibited during working hours or while representing the ACC. This includes jewelry worn in the tongue, eyebrow, lip and nose; gauges; and dermal piercings or implants. Covering a prohibited jewelry item with band-aids is not considered being in compliance with this policy.

All ACC male employees: Earrings are prohibited during working hours or while representing the ACC.

All ACC female employees: Earrings are allowed unless otherwise prohibited or limited.

Participants in Training that Includes Physical Activity: Earrings are prohibited. Other jewelry may be restricted by the training staff for safety reasons.

Female Law Enforcement Officers: One pair of stud earrings or hoop earrings up to one-half inch in diameter is allowed while on duty or in uniform.

All Residential Security Officers: A wristwatch and two rings are allowed. Religious medallions or medic alert tags may be worn underneath the shirt and must not be visible.

Female Residential Security Officers: One pair of stud earrings is allowed while on duty or in uniform.

E. Fingernails. All ACC employees: Fingernails must be neatly trimmed to a length that allows performance of the essential functions of the job.

Residential Security Officers: Fingernails must not exceed one-eighth of an inch past the end of the fingertips. Only clear, non-decorative fingernail polish is allowed.

F. Tattoos. All ACC employees: Tattoos must not be readily noticeable while at work.

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 employment termination.

H. Uniforms.

1. Uniformed personnel consist of ACC Special Response Team Officers, Law Enforcement Officers, Residential Food Service Staff, and Residential Security Officers.
2. The uniform is optional for Center/Assistant Center Supervisors, Area/Assistant Area Managers and above. Employees in these positions are not considered to be “uniformed personnel.”
3. Center Supervisors may authorize uniformed personnel to wear additional agency issued items on belts as necessary, such as handcuffs or flashlights.
4. Following a line of duty death of a law enforcement officer, ACC officers may place a black mourning band across their badge. The band may be worn from the day of death until the completion of the officer’s funeral. The band may also be worn each year on National Peace Officers Memorial Day or for any other official memorial for fallen officers. On appropriate occasions, a notification will be sent to employees from the Director, Chief Deputy Director, or appropriate Deputy Director.
5. ID and law enforcement badges must be visible, but cannot be worn on a lanyard or chain around the neck. When worn, the law enforcement badge must be attached to the belt or vest.
6. Shirt-tails must be tucked inside trousers, except in instances of pregnancy. Rank insignia and Agent pins must be worn on the collar evenly spaced from the collar point.

I. Requirement to Wear the ACC 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. The uniform is optional for the SRT.

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, 3 chef jackets. Chef jackets will be replaced on an as needed basis with Center Supervisor's approval.
 - b. Residential Security Officers (excluding CWC and SRT): Initial issue of 3 gray shirts, 3 black pants, 1 jacket with supervisor's approval, and one set of insignia pins. Other equipment may be issued upon approval of the Center Supervisor.
 - c. Community work crew (Residential Services): Initial issue of 3 gray shirts, 3 black pants, 1 winter jacket with supervisor's approval, 1 hat, 1 handcuff case, 1 pepper spray case, and one set of 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 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 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 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. **Handcuffs.** Handcuffs must be black and/or silver.
5. **Ending ACC Employment.** Employees who are ending employment with ACC will return ACC-issued 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).
6. **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 warrantee.

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

7. **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. FORM.

AD 17-24 Form 1, Receipt for Clothing/Equipment