



State of Indiana
Indiana Department of Correction

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**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title
DRESS STANDARDS FOR UNIFORMED STAFF

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(1) IC 11-8-2-5(a)(8)	02-03-102 04-03-103 02-03-111 04-03-109 04-01-101 04-03-110	NA

I. PURPOSE:

This policy and administrative procedure establishes dress standards for uniformed staff in Department of Correction facilities and provides guidelines for the purchasing, issuing and wearing of the Departmental uniform.

II. POLICY STATEMENT:

The Commissioner, or designee, shall designate the staff in Department facilities that shall be required to wear the Department uniform and the type of uniform to be worn. The purpose of staff wearing a uniform is to promote discipline, order, self-respect, confidence, efficiency, and morale among staff working in a facility. The uniform is to be worn to project a dignified image to foster confidence and respect by the public and offenders.

The Department shall develop procedures for the issuing of uniforms to all staff members designated to wear these uniforms. Additionally, these procedures shall provide for the replacement of uniforms and uniform parts when they are no longer serviceable or do not permit the staff person to present a neat, clean and professional image. In order to ensure that the distribution of uniforms for staff is done in an efficient and cost effective manner, the Department shall implement a centralized warehouse and distribution location. This centralized warehouse and distribution location shall work with the facilities to ensure that new uniforms and replacement uniforms and parts are provided to staff in a timely and cost effective manner. Staff at this warehouse shall monitor the replacement of uniforms and shall assist in the development of appropriate specifications for these uniforms.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **BUSINESS DAY:** Monday through Friday, excluding weekends, State holidays (also excluding days when emergencies declared in writing by the Warden).

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- B. CUSTODY STAFF: A person employed by the Department whose primary service is in the area of custody and security, including a Correctional or Youth Services Officer, Sergeant, Lieutenant, Captain, or Major.
- C. CUSTODY SUPERVISOR: The highest ranking Custody officer in a facility.
- D. UNIFORM DISTRIBUTION CENTER (UDC): The centralized purchasing, storing, and distribution point of custody uniforms for the Department.
- E. PHYSICAL PLANT STAFF: A person employed by the Department whose primary services are in the area of Physical Plant, Preventive and Grounds Maintenance.
- F. FACILITY UNIFORM REPRESENTATIVE: Facility assigned personnel (stores clerk) whose part time function is to perform uniform sizing, ordering, receiving, and distribution of individual uniform requests for uniformed staff assigned to the respective facility.

IV. AUTHORITY:

The Warden or designee shall have the authority to enforce the uniform dress code presented in this policy and administrative procedure. For Division of Youth Services facilities, the Executive Director of Youth Services shall be the final authority for uniform issues. For Adult facilities, the respective Regional Director shall be the final authority for uniform issues.

V. SPECIFICATIONS:

All uniforms and uniform parts shall be in accordance with specifications established for Department uniforms and approved by the Commissioner.

VI. DESIGNATION OF UNIFORMED STAFF:

- A. Custody and Physical Plant staff members at all facilities, with the exception of Level 1 facilities, unless otherwise directed by the Commissioner, shall wear the designated Department uniform.
- B. The Physical Plant Director shall not wear the uniform, but adhere to the dress code for non-uniformed staff presented in Policy and Administrative Procedure 04-03-110, "Dress Standards for Department of Correction Non-Uniformed Staff."
- C. The Class A uniform shall be considered the standard Custody uniform for all Custody posts, unless otherwise authorized in this policy and administrative procedure.

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- D. The uniform is property of the Department and shall be issued individually to staff and returned to the Department upon termination of employment or change in employment status that does not require the wearing of the uniform, unless specified within this policy and administrative procedure. All uniforms shall be returned within five (5) business days of termination or change in employment status.
- E. Uniformed employees reporting for duty, even if called for an emergency while off duty, shall report for duty in a complete and proper uniform

VII. ON- DUTY USE OF THE UNIFORM:

- A. Only the authorized uniform, uniform parts, accessories, and/or equipment issued and listed in this policy and administrative procedure or authorized in writing by the Commissioner or designee shall be worn. A neat and well-groomed appearance is fundamental to a uniformed custody staff person. Well-groomed Custody staff enhances pride, esprit de corps, self-confidence, and morale. Uniformed staff shall be groomed in accordance with the administrative procedures for Policy 04 -03 -109, "Grooming Standards for Department of Correction Staff." The uniform shall be neat, clean, pressed, well-fitting, and maintained in serviceable condition at all times. Authorized footwear shall be clean and shined/polished to a luster appropriate for the design of the footwear and assignment. The uniform shall be worn:
 - 1. By all Custody and Physical Plant staff to whom issued while on duty, except as otherwise noted in this policy and administrative procedure;
 - 2. Directly to and from work and when stopping for incidentals (exceptions in Section XVI) on the way to and from work provided the uniform is worn in the same manner as required while on duty;
 - 3. In its entirety, as presented in this policy and administrative procedure and visible articles of civilian or unauthorized clothing shall not be worn when wearing a uniform (See section XIX.B.2. for wearing of scarves);
 - 4. Only with insignias and awards authorized by the Commissioner or designee;
 - 5. Worn with black socks or combination black/white socks with only black portion of socks visible;
 - 6. Class A uniforms require the wearing of a plain dark navy blue crew neck t-shirt with the dark navy polo shirt and a plain white crew neck t-shirt with the grey polo shirt and grey button down uniform shirt. The t-shirt, purchased by the staff

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member, shall be clean and free from worn or fraying material;

7. Class C uniforms require the wearing of a grey crew neck t-shirt purchased by the staff member unless Class C uniform staff has been issued the approved construction service short and long sleeve t-shirts. The staff purchased t-shirt shall be clean and free from worn or fraying material; and,
 8. The Warden may exempt some staff from wearing the uniform when assigned to special assignments.
- B. The facility Custody and Physical Plant staff shall ensure that the uniform is clean, pressed, worn properly, and replaced when necessary.
1. Supervisors shall conduct informal inspection daily.
 2. Documentation of all uniform deficiencies shall be kept in the staff member's fact file for future reference and shall include the name of the inspecting supervisor.
- C. At no time may uniform sweater or jacket sleeves be rolled up or turned under. Short sleeve shirts shall not be altered to shorten sleeves from manufacturer's specified length. All shirts shall be fitted at the collar to be snug and be no more than one-half inch (1/2") larger than the neck with the collar properly buttoned and to minimize the exposure of the T-shirt.
- D. Uniform items are issued for State business use only and are not to be used during off duty hours, unless traveling to or from work.
- E. When wearing 8" Tactical boots, trousers shall be properly bloused.
- F. Uniform trousers shall be hemmed to departmental standards.
- G. If staff must wear white socks or hose for medical reasons, they shall wear the black socks over the white socks or hose while in uniform.
- H. Custody staff shall not remove the uniform shirt to wear only the T-shirt, unless otherwise stipulated in this policy and administrative procedure; however, Physical Plant staff may be allowed to remove the uniform shirt with the approval of the Supervisor when environmental conditions are such that it is in the best interests of the staff person's health and safety.
- I. Caps and jackets may be removed when working an inside post. If the cap or jacket is removed, these articles must be placed in a secure area to prevent loss or damage.

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- J. Staff shall be required to reimburse the Department for the careless loss or damage to the uniform.

VIII. TYPES OF UNIFORMS:

The authorized Department uniforms are:

- A. Class A Uniform: The style of uniform issued for Custody staff for most posts.
- B. Class B Uniform: The style of uniform worn by the Emergency Squads, K-9 Squad, Special Emergency Response Teams (SERT) and Cadre;
- C. Class C Uniform: The style of uniform worn by the Physical Plant Staff and shall be grey and green in color.
- D. Class D Uniform: The style of uniform worn for Honor Guard assignment.
- E. Class E Uniform: The style of uniform worn by boot camp/military unit operations.
- F. Special Issue Uniform Parts: Uniform Parts that are issued for shift duties that require special clothing or footwear and are issued from a control point.
- G. Class B (except for K-9 Squad) and Class D uniforms are authorized to be issued to an individual simultaneously with Class A, C and E assigned uniforms issues.

IX. CLASS A UNIFORM ISSUE:

Class A uniform issue shall consist of the following items and quantities:

Item	New Issue	New Issue for I & I
Cap, Utility, IDOC Emblem (Optional)	1	
Cap, Stocking, IDOC Emblem (Optional)	1	
Shirt, Nickel Grey Uniform Short Sleeve w/Emblem and LAPD pocket covers and epaulets with white t-shirt or Uniform, Dark Navy Blue, S/S Polo w/ Emblem	3	

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with blue t-shirt, Adult Facilities (Supervisors-Grey Polo with white t-shirt)		
Shirt, Uniform, Nickel Grey Uniform Short Sleeve w/Emblem and LAPD pocket covers and epaulets with white t-shirt or S/S Polo w/Emblem with blue t-shirt, Juvenile facilities(Supervisors-Grey Polo with white t-shirt)	3	
Sweater, Military, Navy Blue (Optional)	N/A	
Multi-Seasonal Jacket w/emblems	1	
Pants, Uniform, Tactical, LAPD Navy Blue	3	3
Belt, Web, Trouser, Velcro Closure, Black	1	
Belt, Web, Overlay, Duty , Black	1	
Keepers, Belt, Web, Duty, Black	4	
Holder, Key, Metal Belt Clip	1	
Holder, Web, Medical Soft Pack, Black	1	
Holder, Cuff Case, Web, Black	1	
Holder, Mace Case, Web, Black(Optional)	1	
Holder, Radio, Web, Black	1	
Boots, 6" Leather Black	1	
Nameplate, Metal. Gold for Supervisors, Silver for non Supervisors. To be worn with grey button up shirt.	1	

X. CLASS B UNIFORM ISSUE:

- A. Class B uniform issued to E-squad, SERT, Cadre and K-9 staff shall consist of following items and quantities:

Items	E-squad staff	SERT, Cadre and K-9 staff
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Cap, ACU, Winter, OD Green	1	1
Cap, ACU, Summer, OD Green	1	1
Shirt, Fatigue, OD Green	3	3
Patch, Conversion Kit w/ two Emblems	1	1
Jacket, Fatigue, w/Emblem, w/Liner OD Green	1	1
Pants, Fatigue OD Green	3	3
Belt, Trousers, Web, BK(Web Nylon)	N/A	1
Belt, Overlay, Duty, BK Web Nylon	N/A	1
Holder, Cuff case BK (Web Nylon)	N/A	1
Holder, Mace Case, BK (Web Nylon)	N/A	1
Boots, 8" Brown Tactical	1	1
Blouser, Boot, OD Green	2	2
Suspenders, BK (K-9 uniforms only)	N/A	1
Gloves, Leather & Nylon, Black	1	1
Jacket, Rain, Black	1	1
Pants, Rain, Black	1	1

- B. The appropriate team emblems shall be issued for the different teams.
- C. Other uniform parts and equipment shall be listed in the Department's Emergency Manual.
- D. When Class B uniforms are issued to staff (for E-Squad, SERT or K-9 Unit use) the following two (2) options shall be implemented at the staff person's facility:
 - 1. Lockers may be provided for these staff. The lockers shall store uniforms/boots for these staff and allow these staff to don the appropriate uniform upon arrival at the facility. In this case, an appropriate area shall be provided to don the uniform; and/or,
 - 2. Uniforms/boots shall be issued to the staff person to take home for use when called to the facility to participate in appropriate assignments; and,
- E. The Class B uniform requires the wearing of a plain khaki crew neck t-shirt. The t-shirt, purchased by the staff member, shall be clean and free from worn or fraying material.

XI. CLASS C UNIFORM ISSUE:

Class C Uniform issue shall consist of the following items and quantities:

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Item	New Issue
Cap, Utility, w/Emblem (Optional)	1
Cap, Stocking, w/Emblem (Optional)	1
Shirt, Short Sleeve w/Emblem, Grey or Uniform S/S Grey Polo w/Emblem or Uniform S/S Grey T-Shirt w/Emblem	3
Uniform L/S Grey Polo w/Emblem or Uniform L/S Grey T-shirt w/Emblem	2
Jacket w/emblems, Black w/Emblem	1
Pants, Uniform grey or green	5
Belt, Web, Trouser, Black	1
Belt, Web, Overlay, Duty, Black	1
Keepers, Belt, Duty, Black	4
Holder, Key, Metal Belt Clip	1
Holder, Medical Soft Pack, Black	1
Holder, Radio , Black	1
Boots, 6" Leather Black, Black	1

XII. CLASS D UNIFORM ISSUE AND UTILIZATION:

A. Class D uniform issue shall consist of the following items and quantities:

Item	New Issue
Hat, Campaign, Felt, Winter, Dark Navy Blue	1
Hat, Campaign, Straw, Summer, Dark Navy Blue	1
Hat Protector, Clear, Vinyl, Rain Bonnet to Fit Campaign Hat.	1
Cord, Campaign Hat, Gold, to Fit Campaign Hat	1
Shirt, Uniform Long Sleeve w/Emblem, LAPD Blue	1
Shirt, Uniform Short Sleeve w/Emblem, LAPD Blue	1

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Tie, Dark Navy Blue	1
Tie Clip, Gold	1
Name Plate, Gold	1
Shoulder cord: parade white	1
Sam Browne Shoulder Strap, W/ D Rings, High Gloss Black, Plain Hardware Brass	1
Pants, Uniform Navy Blue w/Grey Stripe matching the jacket trim (un-bloused, hemmed)	1
Belt, Web, Trouser, Velcro Closure, Black	N/A
Belt, High gloss Sam Browne leather military style;	1
Shoe, High gloss leather Black	1
Gloves, Parade, white;	1
Overcoat, Uniform, Navy Blue, w/Emblems	1
Blouse, Jacket, Uniform, LAPD Navy Blue, w/Emblems, Grey arm strip and Epaulets	1

- B. Utilization of the Class D uniform shall be consistent with administrative procedures for Policy 02-03-111, "Use and Operation of Honor Guards."

XIII. CLASS E UNIFORM ISSUE:

- A. Class E Uniform: the style of uniform worn by boot camp/military unit operations.

Items	New Issue
Cap, BDU, Winter, OD Green	1
Cap, BDU, Summer, OD Green	1
Shirt, Fatigue, Olive drab w/Emblem	3
Jacket, Fatigue, w/Liner Olive drab w/Emblem	1
Patch conversion kit, with two Emblems	2
Pants, Fatigue, Olive drab	3
Belt, Trousers, Web, Black	1
Belt, Overlay, Duty, Web Nylon, Black	1
Holder, Cuff case Web Nylon, Black	1
Holder, Mace Case Web Nylon, Black	1
Holder, Key, Web Nylon, Flap Guard, Snap Ring	1

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Holder, Radio, Web Nylon, Black	1
Holder, Web Nylon, Medical Soft Pack, Black	1
Keepers, Belt, Web Nylon, Duty, Black	4
Boots, 8", Brown	1
Blouser, Boot, OD Green	2

Class E uniform requires the wearing of a plain black crew neck t-shirt. The t-shirt, purchased by the staff member, shall be clean and free from worn or fraying material.

B. Class E Uniform Collar and Shoulder Insignia

1. Silver Oak Leaves to designate a Commander:

- a. Large set for the center flap of the shirt. The oak leaf stem shall be one and three-quarters inch (1 3/4") from the second tab and centered on the point of the shirt flap.
- b. Large set for the shoulder of the winter jacket. The oak leaf stem shall be centered three-quarters of an inch (3/4") from and pointing toward the outside shoulder seam.

2. Gold Oak Leaves to designate a Lieutenant Commander:

- a. Large set for the center flap of the shirt. The oak leaf stem shall be one and three-fourths inch (1 3/4") from the second tab and centered on the point of the shirt flap.
- b. Large set for the shoulder of the winter jacket. The oak leaf stem shall be centered three-quarters of an inch (3/4") from and pointing toward the outside shoulder seam.

3. Silver Bars with 2 black squares to designate a Warrant Officer:

- a. Large set for the center flap of the shirt. The insignia shall be one and three-quarters inch (1 3/4") from the second tab parallel and centered on the point of the shirt flap.
- b. Large set for the shoulder of the winter jacket. The insignia shall be parallel to and three-quarters of an inch (3/4") from the outside shoulder seam.

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XIV. SPECIAL ISSUE UNIFORM PARTS:

Each facility shall use a control point for shift issuance and return of the following uniform parts distributed to staff on an as needed basis.

- A. Class A - Jumpsuit – Utilized to replace any class uniform pants or shirt that has been rendered useless during a shift.
- B. Class A - Coverall – Insulated Coveralls designed to protect staff from cold temperatures while performing outside yard work or related duties.
- C. Class A – Black raincoat used to protect staff during rainy conditions.

XV. CONTROL OF UNIFORM ISSUES:

- A. The UDC shall have the responsibility of procuring, storing, shipping and issuing uniforms. The UDC shall ship all requests to the Facility Uniform Representative packaged to the requestor, excluding items that are issued from a control point and that shall be returned at the end of shift. The Custody Supervisor or designee shall be responsible for the accounting of items issued from a control point. Each facility is authorized to maintain a sample of selected uniform items provided by UDC to adequately fit staff.
- B. The assigned Regional Finance Director at each facility shall designate a staff member to perform the part-time function of Facility Uniform Representative to oversee the Uniform Area (room) with a complete record of all staff uniforms and uniform parts issued. The Facility Uniform Representative and/or Supervisor shall be the contact person for the facility. This function can be regionalized when beneficial to the overall operation of the facilities in that region. Facilities shall ensure the complete accountability of uniform items received from UDC. The Warden, or designee, shall ensure the following procedures are completed:
 - 1. The Facility Uniform Representative shall order uniform items for individual staff members in a timely manner to guarantee uniform needs are met so staff can represent the agency in a professional manner.
 - 2. Before any uniform item is requested from UDC, State Form 54986, “Staff Uniform Responsibility,” must be completed by the requestor and placed on file, the original signed form shall be forwarded to the UDC monthly for individual accountability.
 - 3. The Facility Uniform Representative shall ensure that all requests are approved by the requestor’s Supervisor and submitted to the appropriate facility financial staff for

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approval.

4. Upon receipt of the uniform items from the UDC, the requestor shall be notified by the Facility Uniform Representative to pick-up the items and the requestor shall sign the packing slips. The original packing slips must be returned to the UDC monthly for accountability. Requested serviceable items shall be exchanged on a one-for-one exchange with the requestor. Requestor's unserviceable items shall be returned to UDC monthly for accountability.
5. Return all unclaimed orders to UDC if not picked up within forty-five (45) days. Documented notification to the requestor for failure to pick up requested items and a completed UDC individual return form shall be forward with returned items to the UDC monthly.
6. Unserviceable or inadequate uniform items that cannot meet inspection standards shall be returned to UDC monthly. The Facility Uniform Representative, on behalf of the requestor, shall place an order for the replacement. All clothing replacement requests shall be authorized by the requestor's Supervisor and the appropriate financial staff.
7. Upon the termination of staff's employment with the Department or change in positions that does not require the wearing of the uniform, the Facility Uniform Representative shall return the uniform to UDC within five (5) business days of staff employment change including a completed UDC individual return form, with the exception of footwear where the staff and the Department shared the expense due to special requirements.
8. Additional detailed operational directions are available from UDC.
9. Staff transferring to another uniform position in another facility shall retain their uniforms unless they are not required at the transfer position or facility. The Supervisor or Facility Uniform Representative at the originating facility shall inform the UDC of staff transfers within five (5) business days of the transfer.

XVI. EXCEPTIONS TO AUTHORIZED UNIFORM UTILIZATION:

A. ALTERATION OF UNIFORM AND UNIFORM PARTS

Uniforms shall not be altered, such as shortening the shirt sleeves or making the shirt a "fitted" shirt, except as provided in this policy and administrative procedures. Any exceptions to the authorized uniform shall be approved by the Commissioner.

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Trousers shall be hemmed in the following manner:

1. Measure and locate the out seam length. (Measuring from the top of the pants to the bottom of the pant leg)
2. Indicate on each pant leg the final hem length.
3. Measure three inches (3") past the final hem length, and indicate measurement on each pant leg.
4. Cut off excess material on each pant leg.
5. Fold under (on inside of pant leg) excess material in one-inch (1") folds, until it returns to final hem length. If cut off properly, it should equal three (3) folds.
6. Stitch a three-quarters inch ($\frac{3}{4}$ ") hem measuring from the final hem length towards the top of the pants.

B. EXEMPTIONS FROM UNIFORM REQUIREMENTS

Requests for modifications to the uniform requirements may be made for sincerely held religious beliefs, medical reasons, or due to the staff member's pregnancy.

Each request for an accommodation due to medical reasons, or staff member pregnancy shall be considered individually, by the Warden or designee, based on the information provided by the staff member, his/her essential functions, and the operational needs of the facility.

Requests for modifications due to sincerely held religious beliefs shall be forwarded to the appropriate Regional Director, who shall review and make a recommendation. The request shall be forwarded to the Commissioner or designee for a final decision.

C. FOOTWEAR FOR UNIFORMS

Only authorized footwear shall be worn.

1. Upon request by staff, the Department shall issue the initial pair of shoes/boots in accordance with the staff person's uniform. After the initial pair of shoes/boots has been issued, the staff person may purchase his/her own shoes/boots. Shoes/boots purchased and worn by staff with the uniform must be manufactured as round-toed,

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smooth black leather shoes/boots, with black soles, similar in style and appearance to the shoes/boots issued by the Department.

2. Tennis/gym/casual shoes/boots shall not be worn with the uniform. Nor shall shoes with visible company or other logos or writing on the shoes/boots be appropriate.
3. The Custody Supervisor or designee shall approve the shoes/boots worn by the staff person in accordance with this policy and administrative procedure and shall be responsible for ensuring that staff wear appropriate footwear and that the footwear is properly maintained.
4. Non-Department issued shoes/boots shall not be worn with the uniform until they have been approved by the Custody Supervisor or designee. The staff person shall present either the actual shoe/boot or a descriptive picture of the proposed shoes/boots to the Custody Supervisor for review and approval.
5. Steel-toed boots shall not be worn without written approval from the Custody Supervisor.
6. The cost of any non-Department issued shoes/boots shall be the responsibility of the staff person. Additionally, the cost to replace any approved shoes/boots, unless issued by the Department to satisfy a medical accommodation, shall be the responsibility of the staff person.

D. EXEMPTIONS FROM WEARING THE REQUIRED SOCKS

Staff requesting to wear non-black socks (e.g., medical white hosiery) due to medical reasons shall be allowed to wear the medical-type hosiery nearest the foot with a black sock over the medical white hosiery.

E. SPECIAL EXCEPTIONS TO WEARING THE COMPLETE UNIFORM

Staff required to wear Class A, B, or C uniforms may be allowed to deviate from wearing the authorized uniform shirt and be allowed to wear an approved alternate shirt. This deviation in the wearing of the uniform may be in conjunction with special activities (such as donations to the State Employee Combined Campaign for a specified charity) and must be approved by the Warden. In such cases, the staff person must continue to meet the requirements (such as continuing a donation) in order to be allowed to deviate from the standard uniform.

If these deviations in the wearing of the uniform are authorized, only the designated and

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approved shirt shall be allowed. The wearing of the alternate shirt shall be optional. Staff not wearing the alternate shirt shall be required to wear the standard uniform shirt. Staff shall continue to wear all other authorized parts of the uniform (pants, socks, boots, etc.).

Custody staff authorized to wear the alternate shirt shall be allowed to wear it on days designated by the Warden. The alternate shirt shall be considered a part of the approved uniform and staff wearing it shall be required to comply with this policy and administrative procedure.

If the staff person is assigned to be away from the facility on official business where the wearing of the uniform is necessary, even though the staff person may have been authorized to wear the alternate shirt on that day, the staff person shall wear the standard uniform shirt in order to present a professional appearance.

Clothing (shirts, jackets, etc.) purchased at the Correctional Training Institute (CTI) "Reflections of Pride" stores are not issued uniform items and are not authorized to be worn with the uniform unless approved by the Commissioner.

XVII. PROPER WEARING OF EQUIPMENT:

The position of approved equipment on the Web or Leather Duty Belt for Class A and B uniforms shall be as follows (NOTE: The following is based upon a staff person having the right hand as the "strong" side and the left as the "weak" side. If the staff person is left-handed or the left is the "strong" side, then the positions indicated below will be reversed):

- A. Radio and holder on weak side over seam of trousers;
- B. Chemical agent streamer case just behind, or one inch (1") from, radio case;
- C. Key holder on strong side over seam of trousers;
- D. Handcuffs and case placed over the strong side hip pocket, these items shall not be placed forward of this location. Handcuffs and cases shall be in small of the back on Class B Uniform;
- E. Handgun holster on strong side over seam of trousers. When located on right side, key holder shall be moved forward; when located on left side, radio and holder shall be moved rearward;
- F. Magazine pouch on weak side, above front pocket (only when authorized by Custody Supervisor for trips);

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- G Black mini-mag type flashlight and plain black nylon or leather holder on strong side behind key holder (not authorized for E-Squad);
- H. Belt keepers (when used) shall be distributed evenly on the duty belt as follows:
 - 1. On left side over left front pocket;
 - 2. On left side over left hip pocket;
 - 3. On right side over right front pocket just in front of the pager;
 - 4. On right side over right hip pocket;
- I. Soft pack - personal protective equipment placed in the small of the back centered between the two rear belt keepers.

XVIII. USE OR POSSESSION OF ALCOHOLIC BEVERAGES WHILE WEARING THE UNIFORM:

A Department uniform, either in total or in part, shall not be worn while consuming, handling, purchasing, or otherwise possessing alcoholic beverages. The uniform shall not be worn in a package liquor store, bar, nightclub or lounge.

XIX. SEASONAL WEARING OF THE UNIFORM:

- A. Stocking or Utility caps, if issued, shall be optional, but must be State-issued.
- B. Personally purchased items may be worn if appropriate and in compliance with specifications below:
 - 1. Gloves: black or navy blue;
 - 2. Neck scarves: black or navy blue, and worn inside the jacket, except during extremely inclement weather when it may be pulled up around and over the face and neck, or when not wearing the winter jacket;
 - 3. Dark Navy blue is considered to be the color of the dark blue on the uniform shirt, uniform trousers or winter jacket collar, only those items very close to those colors are approved for uniform wear;
 - 4. Sleeves shall not be rolled up on any style jacket;
 - 5. Boots and overshoe boots shall be made available to staff on an as-needed basis, as determined by the Supervisor from a shift controlled issue point;

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6. Department-issued jackets (with or without liners) may be worn as appropriate for the weather conditions;
7. Class B uniform shirt sleeves shall be rolled up in two and one-half inch (2 ½“) folds, one (1) turn above the elbow, but shall not expose any other shirt sleeve underneath. Class B shirt sleeves shall be rolled up only:
 - a. On or about April 15 through October 15 as directed by the Custody Supervisor; and,
 - b. When not involved in an emergency situation as defined in Policy and Administrative Procedure 02-03-102, "Emergency Response Operations";
8. The Warden may authorize staff to remove the BDU shirt on Class B uniforms during training, provided that staff wear the shirt to and from the training, there is adequate security for the shirt and the staff person is not involved in an emergency situation as defined in Policy and Administrative Procedure 02-03-102, "Emergency Response Operations."

XX. WEARING OF CAPS:

Standards for wearing the issued cap include:

- A. Worn in a dignified manner, level on the head with the bill parallel to the ground;
- B. Worn with the Department emblem directly centered above the forehead;
- C. Hair styles shall not interfere with the wearing and sizing of the headgear, i.e., headgear shall fit the head, not the hair style; and,
- D. Class E Uniform Cap large set of insignia worn on the summer cap. The insignia shall be three-quarters of an inch (3/4”) from the brim of the cap and centered in the seam of the cap.

XXI. DEPARTMENTAL UNIFORM PATCHES:

This subsection is intended to create a method for patch collectors to obtain Department patches. Those individuals requesting patches shall be notified that once the patch is received, it should not be displayed in an unprofessional manner. Procedures for processing external requests for Department patches shall be as follows:

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- A. In-State law enforcement agencies requesting a patch shall be provided one (1) patch free of charge.
- B. Out-of-State law enforcement agencies requesting a patch shall be provided one (1) patch free of charge, but must provide a self-addressed and adequately stamped mailing envelope.
- C. Personal requests from law enforcement personnel, In-State and Out-of-State shall be honored at cost to the requestor.
- D. All requests received at Central Office or the facilities shall be forwarded to UDC for processing.
- E. Mailing costs shall be included when charging for patches.

XXII. COLLAR AND SHOULDER INSIGNIA:

Collar and shoulder insignia for Class A uniforms shall be worn as illustrated in the attached diagrams. Staff in the grade of Sergeant or above shall wear the appropriate metal insignia of grade on both wings of the shirt collar and centered on the top of each shoulder of the multi-seasonal jacket. Class B, D and E uniforms shall not wear insignia of grade on any part of the uniform.

- A. Silver Eagles to designate a Colonel:
 - 1. Small set for the collar of the shirt.
 - 2. Large set for the shoulder of the winter jacket.
 - 3. Large set for the shoulder of the summer jacket.
- B. Gold Oak Leaves to designate a Major:
 - 1. Small set for the collar of the shirt. The oak leaf stem shall be one and one-half inch (1 1/2") from and centered on the point of the collar.
 - 2. Large set for the shoulder of the winter jacket. The oak leaf stem shall be centered three-quarters of an inch (3/4") from and pointing toward the outside shoulder seam.
 - 3. Large set for the shoulder of the summer jacket. The oak leaf stem shall be centered three-quarters of an inch (3/4") from and pointing toward the outside shoulder seam.
- C. Double Silver Bars to designate a Lead Captain:

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1. Small set for the collar of the shirt. The insignias shall be one and one-half inch (1 1/2") from the point, inset one-half inch (1/2") and parallel to the leading edge. (Summer and winter shirts)
2. Large set for the shoulder of the winter jacket. The insignia shall be parallel to and three-quarters of an inch (3/4") from the outside shoulder seam.
3. Large set for the shoulder of the summer jacket. The insignias shall be parallel to and three-quarters of an inch (3/4") from the outside shoulder seam.

D. Double Gold Bars to designate a Captain:

1. Small set for the collar of the shirt. The insignias shall be one and one-half an inch (1 1/2") from the point, inset one-half inch (1/2") and parallel to the leading edge. (Summer and winter shirts)
2. Large set for the shoulder of the winter jacket. The insignia shall be parallel to and three-quarters of an inch (3/4") from the outside shoulder seam.
3. Large set for the shoulder of the summer jacket. The insignias shall be parallel to and three-quarters of an inch (3/4") from the outside shoulder seam.

E. Single Gold Bar to designate a Lieutenant:

1. Small set for the collar of the shirt. The insignias shall be one and one-half inch (1 1/2") from the point, inset one-half inch (1/2") and parallel to the leading edge. (Summer and winter shirts)
2. Large set for the shoulder of the winter jacket. The insignia shall be parallel to and three-quarters of an inch (3/4") from the outside shoulder seam.
3. Large set for the shoulder of the summer jacket. The insignias shall be parallel to and three-quarters of an inch (3/4") from the outside shoulder seam.

F. Gold Triple Chevrons to designate a Sergeant:

1. Small set for the collar of the shirt. The center line of the insignias shall bisect the point of the collar and be positioned one inch (1") from the collar point. (Summer and winter shirts)
2. Large set from the shoulder of the winter jacket. The insignias shall be centered

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three-quarters of an inch (3/4") from the outside shoulder seam.

3. Large set for the shoulder of the summer jacket. The insignia shall be centered three-quarters of an inch (3/4") from the outside shoulder seam.

XXIII. BADGES, NAMEPLATES AND BAR AWARDS:

Staff shall only be authorized to wear name plates distributed by UDC to ensure proper size and style. The metal nameplate shall be worn centered on the right breast pocket flat one-quarter inch (1/4") below the top of the pocket of the shirt or blouse. Awards presented or authorized by the Commissioner may be worn above the right breast pocket of the shirt or blouse or on pocket flaps as show in the attached diagrams. Only the highest award in any category shall be worn on the uniform at any one time. A maximum of three (3) bar awards shall be worn above the right breast pocket on the uniform at any one time. A maximum of three (3) pins may be worn on the pocket flap at any one time as described in this procedure. If any specific bar or pin award is not worn, the bar or pin which would have been worn immediately above it shall then move down one (1) position closer to the shirt pocket maintaining the same space between other awards on the pocket as described in this section. Certification/training must be kept current to wear pins or badges. Special duty insignias authorized by the Department and other approved insignia are:

A. Staff Development and Training (SD&T) Bar:

1. Authorized for staff that have successfully completed NETP (New Employee Training Process) Pre-Service Academies.
2. Authorized for staff that has successfully completed Adult 320 hours, Juvenile 360 hours and Parole 288 hours or more of formalized training conducted at SD&T.
3. Staff now wearing the SD&T Bar for whatever reason may continue. Upon the effective date of this policy and administrative procedure, no additional staff may wear the bar unless completing Step (a) above.
4. Worn centered and one-eighth inch (1/8") above the right breast pocket.

B. Indiana Law Enforcement Academy (ILEA) Bar:

Authorized for staff with completion 160 or more hours of training at I.L.E.A. Worn centered over right breast shirt pocket, one-eighth inch (1/8") above the SD&T Bar.

C. Firearms Awards (NRA Standards) Bar:

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1. Firearms awards are authorized for wear by staff certified in firearms through the Department, provided that such awards meet the description listed in this section and have been earned as described below:
 - a. Expert: 93% (279) minimum based on a score of 300;
 - b. Sharpshooter: 86 % (258) minimum based on a score of 300; and,
 - c. Marksman: 75% (225) minimum based on a score of 300
2. Worn centered one-eighth inch (1/8") above the right breast shirt pocket, below the SD&T bar, if the SD&T bar is worn.

D. Governor's Awards:

Awarded by the Governor of Indiana: Shall be worn centered on the left breast pocket flap of the shirt or blouse one-quarter inch (1/4") below the top of left breast pocket.

E. Indiana Department of Correction Awards

1. Indiana Department of Correction (IDOC) Pin: Number-1

Worn on the right pocket flap three-quarter inch (3/4") above the bottom edge of the pocket flap and three-quarter inch (3/4") from the right side of the pocket flap.

2. Emergency Response Operations Pin: Number-2

Worn on the right pocket flap one inch (1") above the middle point of the pocket flap.

3. Field Training Officer (FTO) pin: Number-3

Worn on the right pocket flap three-quarter inch (3/4") above the bottom edge of the pocket flap and three-quarter inch (3/4") from the left side of the pocket flap. Note this Pin will be rescinded if the wearer no longer participates in the program.

4. Certified Treatment Specialist (CTS) Pins: Number-4

Worn on the right pocket flap centered one inch (1") above the middle point of the bottom pocket flap.

5. Field Training Manager (FTM) pin: Number-5

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Worn on the right pocket flap centered one inch (1”) above the middle point of the bottom pocket flap. Note this Pin will be rescinded if the wearer no longer participants in the program.

- 6. Recruitment and Retention Coordinator (RRC) pin: Number-6

Worn on the right pocket flap centered one inch (1”) above the middle point of the bottom pocket flap. Note this Pin will be rescinded if the wearer no longer participants in the program.

If any specific bar or pin award is not worn, the bar/pin which would have been worn immediately above it shall then move down one (1) position closer to the shirt pocket maintaining the same space between other awards on the pocket as described.

- F. Special Awards:

State of Indiana Years of Service Pin. The pin shall read, “Serving since XXXX (year).” Worn on the right pocket flap centered one inch (1”) above the middle point of the bottom pocket flap.

- G. Other Awards, Bars, Badges, or Pins authorized by the Commissioner or the Commissioner’s designee.

XXIV. GRIEVANCES:

Uniformed staff may file a grievance concerning decisions regarding the standards presented in this policy and administrative procedure in accordance with Indiana State Personnel Department policies and rules.

XXV. APPLICABILITY:

This policy and administrative procedure is applicable to all uniformed staff at Department facilities.

signature on file
Robert E. Carter, Jr.
Commissioner

Date