DEPARTMENT OF CORRECTIONS

Policy Number: 103.2215
Title: Uniforms and Attire – Facilities
Effective Date: 4/7/20

PURPOSE: To provide a complete clothing issue to employees who are required to wear uniforms as a condition of employment.

APPLICABILITY: Department-wide

DEFINITIONS: None

PROCEDURES:

A. All uniformed employees must adhere to the following procedures for standards of dress. All uniformed employees must exhibit a neat, clean appearance. Shirts and trousers must be pressed and shoes must be clean. A beard, mustache, and/or long hair are allowable, provided it does not present a disheveled or unkempt appearance or present a safety, security, or health concern or violate the respiratory protection program. Supervisors must ensure employees are in proper uniform.

B. All employees assigned to security, physical plant, the Minnesota Corrections Industries Program (MINNCOR), and food service must wear uniforms. The appointing authority determines if there is a business need for additional positions to wear uniforms.

C. The quantity and allocation of the initial issue is as follows:

Clothing Item	Corrections Officer	MINNCOR	Food Service	CIP See items listed below	Physical Plant
Jacket	1	1	1		1
Shirts	5 (3 short sleeve 2 long sleeve)	5	5		5
Trousers	3	5	5		5
Footwear	1	0	0		0
Safety Shoes	0	1	1		1
Summer Cap	0	1	1		1
Winter Cap	1	1	1		1
Belt	1	1	0		1
Name Tags	2	2	2		2
Serving Since Plate	1	1	0		0
MCF Insignia	2	0	0		0
19” Key Extension	1	1	1		1
Utility Belt	1	1	1		1

D. Employees may only purchase optional items listed in the department uniform website, using their clothing allowance or personal funds. Employees are not allowed to use another employee's uniform allowance.

E. Corrections Officer Series

1. Uniform allowances
   a) The uniform allowance for all corrections officers is $300.00 per fiscal year, including footwear from the approved vendor (after initial issue).
   b) Intermittent corrections officers receive an initial issue supplied by the facility through facility inventory or by the contract vendor through the facility budget. The number of items issued is based on the anticipated work load. There is no annual allowance. All replacement items are supplied by the facility.
   c) All employee uniform account balances at the end of the first year of the biennium are carried over to the second year of the biennium and added to that year's allowance. Uniform account balances are cancelled at the end of the second year of the biennium. No exceptions are granted.
   d) Corrections officers permanently assigned to an area or post that is determined by a hazard assessment as requiring safety footwear, are provided safety footwear or may be reimbursed according to Policy 105.113, "Personal Protective Equipment (PPE)." The department is not responsible for the maintenance or repair of safety shoes. An employee may request a hazard assessment of any job for which a hazard assessment does not exist to determine required personal protective equipment.
   e) Any employee who is not permanently assigned, but is covering a post or area determined by hazard assessment as requiring the individual to wear safety footwear and who has not been previously issued safety footwear, must wear equivalent foot protection while working in that area or post.
   f) Uniform allowances are prorated for new hires in the year following their initial issue, according to the following formula:
      (1) Officers hired during the period from July through September are given a $300.00 allowance.
      (2) Officers hired from October through December are given a $250.00 allowance.
      (3) Officers hired from January through March are given a $200.00 allowance.
      (4) Officers hired from April through June are given a $150.00 allowance.
   g) Individual facilities must identify and fund additional program-specific uniform needs with prior approval of the assistant commissioner of facility services.

2. Uniform standards
   a) The intermingling of civilian and uniform clothing is not allowed.
   b) Only plain white tee-shirts are allowed underneath the white uniform shirt. Plain white or blue tee-shirts are allowed under the blue uniform shirt.
   c) The wearing of uniform caps may be required for certain posts per the appointing authority.
   d) All corrections officers in uniform must wear the authorized nameplate with "Serving Since (date) – rank, first initial, last name," which must be worn one half inch below the breast pocket seam, centered on the right breast pocket of the uniform shirt and winter jacket.

e) Issued brass must be worn and properly displayed. MCF, lieutenant's, and captain's brass must be displayed parallel to the seam on the collar. Sergeant's chevrons must be displayed pointing towards the neck. Crisis intervention team (CIT) pins must be displayed on the left pocket.

f) No other brass, pins, or insignias are allowed unless authorized as an annual, memorial, or special event.

g) To be considered properly in uniform, all corrections officers' shoes must be in good repair, clean, and shined, and all required insignia properly displayed.

h) Solid black shoes or boots and black socks must be worn with the uniform. Only plain-toe, uniform-style oxford, chukka boots, wellington boots, or tennis shoes are acceptable. White socks are optional with boots, but the white socks must not be visible. The corrections officer is responsible for maintaining his/her uniform shoes.

i) Long sleeved items of clothing must be worn with the cuffs rolled down and buttoned at the wrist.

j) The jacket-sized patch must be the standard patch for all corrections officers regardless of facility of assignment.

k) Years of service hash marks are optional on all long-sleeved shirts and outerwear. The hash marks are displayed on the left sleeve. One hash mark is displayed for every three years of service. Staff must request hash marks at the time of ordering in order to have the hash marks sewn on by the contract vendor.

l) Officers may wear jewelry that does not detract from the uniform appearance or create a safety and/or security concern.

m) All uniformed employees must wear issued duty belts to include chemical irritant and related safety/security equipment.

n) Uniform shirts must be fully tucked into the pants and only the top button of the shirt may be left unbuttoned.

o) Issued uniforms are state property and are not allowed to be sold or given away.

p) Uniforms may not be worn outside the employee's work hours for recreational purposes, outside employment, or in any business establishment in which intoxicating beverages are served.

3. Exceptions to the allowable uniform items list must receive prior approval of the assistant commissioner – facility services.

F. <u>MINNCOR, Food Service, Physical Plant, and Other Positions as Deemed Necessary By the Appointing Authority</u>

1. Uniform allowances

a) The uniform allowance for all classifications listed in the MINNCOR, food service, and physical plant job categories, and other positions as deemed necessary by the appointing authority, is $275.00.

b) All uniform account balances remaining in the employee's account at the end of the first year of the biennium are carried over to the second year of the biennium and added to the allowance. Uniform account balances are cancelled at the end of the second year of the biennium. No exceptions are granted.

c) The identified employee may be eligible to purchase or receive steel-toed safety footwear (black or brown) according to Policy 105.113, "Personal Protective Equipment (PPE)." Supervisor advance approval is required. The department is not responsible for the maintenance or repair of safety shoes.

d) Uniform allowances are prorated for new hires in the year following initial issue, according to the following formula:
   (1) Service personnel hired from July through September are given a $275.00 allowance.
   (2) Service personnel hired from October through December are given a $230.00 allowance.
   (3) Service personnel hired from January through March are given a $180.00 allowance.
   (4) Service personnel hired from April through June are given a $150.00 allowance.

2. Uniform standards
   a) The intermingling of civilian and uniform clothing is not allowed.
   b) The standard uniform for the employee is a navy blue shirt and pants with the exception of food services supervisors who must wear white shirts.
   c) All physical plant and/or MINNCOR staff exposed to an arc flash hazard rating of one or greater are allowed to purchase flame-resistant rated clothing to attain a minimum arc rating of eight cal/cm². This is the amount of protection from incident energy expressed in calories per centimeter squared that a fabric can provide in an arc flash exposure. One hundred percent cotton or Fire Rated (FR) uniforms are required for classifications covered by Occupational Safety and Health Administration (OSHA) standards for employees exposed to the hazards of flames or electrical arcs. Approval of the area manager is required prior to ordering.
   d) Uniformed employees are not required to wear the metal nameplate if due to safety concerns.
   e) Blue tee shirts are acceptable summer attire for an employee (except food services) and may be purchased from the employee's clothing allowance or with personal funds.
   f) If a t-shirt shows under a white uniform shirt, the t-shirt must be white.
   g) Uniform shirts must be fully tucked into the pants and only the top button of the shirt may be left unbuttoned.
   h) Employees may wear jewelry that does not detract from the uniform appearance or cause a safety, security, or health concern.
   i) Issued uniforms are state property and are not allowed to be sold or given away.
   j) Uniforms may not be worn outside the employee's work hours for recreational purposes, outside employment, or in any business establishment in which intoxicating beverages are served.
   k) All food services employees must wear a clean and effective hair restraint (uniform hat, or paper cap and a beard net if necessary) while in the production and storage areas of the kitchens, with long hair additionally controlled to keep it off the shoulders and back.

G. Challenge Incarceration Program (CIP)
1. The Challenge Incarceration Program (CIP) provides the following to all approved corrections officers, recreational therapists, and athletic trainers:
   a) One sweatshirt;
   b) One pair of sweatpants;
   c) Three pairs of shorts; and
   d) Three t-shirts.

2. CIP may also provide participating staff with up to $225 total per fiscal year towards the following uniform items from the approved vendor. This must be approved through the physical training (PT) uniform officer. Facilities must obtain these uniforms by using the state purchase order system.
   a) Sweat shirts;
   b) Windbreaker;
   c) Wind pants;
   d) Sweat pants;
   e) T-shirts (long sleeved or short sleeved);
   f) Shorts;
   g) Hats (ball cap or winter style); and
   h) Athletic shoes (staff's choice of vendor).

3. The supervising lieutenant determines which staff are authorized to be issued a PT uniform allowance based on each staff person's active participation.

4. Staff receive an initial issue of PT uniforms at the time they begin the bid position. The initial issue is ordered from the approved vendor and is coordinated through the PT uniform officer.

5. The PT uniform officer retains a copy of the order form sent to the vendor for verification of the order and receipt of PT uniforms.

6. The receiving staff person must inventory the PT uniforms when the order comes in and turn in a signed copy of the receipt to the PT uniform officer.

7. The supervising lieutenant retains copies of all employee receipts/packing slips pertaining to PT clothing, ensuring staff do not exceed their annual allotment.

8. Separation from CIP and PT clothing
   a) Upon a staff person's separation from either state employment or from specific employment at MCF-Shakopee, MCF-Togo, or MCF-Willow River, the staff person must turn in the staff person's remaining state-issued PT inventory to the designated uniform officer.
   b) The uniform officer receives returned state-issued PT items from the separating employee and secures the items in a secure area until time permits for proper disposal.

H. Instructor Attire
1. An officer conducting academy or in-service training must wear the employee-development-issued polo shirt or the officer's DOC uniform.

2. Instructors wearing the approved instructor shirt must wear department-issued uniform pants, tactical-style pants, or dress slacks.

3. The cost of instructor shirts are paid by the central office employee development unit.

4. Facility training directors issue the instructor shirts.

5. Only active instructors may wear the issued employee development polo shirt.

I. Ordering Uniforms (Except CIP)

1. Uniformed employees must order uniforms via the Internet from the state contract vendor website, or by fax, telephone, U.S. Mail, or in-store visit.
   a) Access to online ordering is through the department website.
   b) Access to the state contract vendor website requires the employee identification (ID) number entered as the login ID.
   c) Orders are shipped directly to the employee's home address.

2. The state contract vendor maintains each employee's current uniform allowance balance. Balances are verified by financial services.

3. Shipping costs are paid by each facility or operation. Postage costs for returns are the employee's responsibility. In the event the employee uniform order is a result of vendor error, the vendor is responsible for sending a call tag to the employee and covering the cost of shipping.

4. A packing slip is enclosed with each order. The employee must verify that all items have been received. The contract vendor sends the packing slip to financial services. Packing slips and corresponding invoices are retained in financial services according to the finance retention schedule.

5. Special sizes are handled as follows:
   a) The employee's account is charged the regular price for the item.
   b) Each facility or operation pays the difference between the regular price and the cost of the special-sized item.
   c) Employees should inform the facility uniform representative when special accommodations are needed.

6. The cut-off date for ordering uniforms is April 30th of each year.

7. Employees ordering articles of clothing from the state contract vendor in excess of their uniform allowance balances must pay the difference to the vendor at the time of purchase.

J. Care/Repair/Replacement

1. The care, cleaning, and any alterations of the uniform are the responsibility of the employee.

2. Apparel that is worn, damaged, or soiled through normal use and cannot be properly repaired or cleaned must be replaced by the employee.

3. Apparel that is damaged or soiled may be replaced by the facility or operation. The employee with the damaged or soiled apparel must write and submit an incident report describing the circumstances to the captain/designee. The captain/designee makes the determination whether the facility/operation or the employee is responsible for replacement.

4. Employees may not exchange clothing at state expense due to weight loss or gain.

5. Before clothing with patches is discarded, the patches must be removed and destroyed.

K. Medical Conditions

1. All uniform alterations must receive prior approval from the captain (or designee).

2. Female officers who become pregnant are loaned three shirts and two pants. Alteration of these items is paid for by the facility/operation. These items must be returned to the facility/operation upon return from medical leave.

3. The appointing authority of the facility/operation reviews other medical issues involving uniform size.

L. Uniform Security

1. Uniforms or uniform components must not be left unattended or unsecured.

2. Uniforms or uniform components must not be stored in areas where offenders have access.

3. An employee must report loss, theft, or non-delivery of uniform items to the employee's supervisor.

4. Facility employees must minimize offender access to clothing of similar cut, design, or color as uniform components.

M. Special Events

1. In the event that the department requests uniformed employees to be present for a special event, the facility/operation pays the wages of the officers required to attend the event.

2. In all other circumstances, officers' attendance is optional and in accordance with applicable collective bargaining agreements.

3. A full dress uniform that includes a long-sleeve shirt and tie must be worn to present a professional appearance at all special events. Uniforms must be clean, neat, and not disheveled in appearance. No unauthorized pins or stickers, or other items not authorized within this policy or Policy 103.2217, "Honor/Color Guard and Memory Guard," may be worn.

4. Salutes in uniform

   a) During the playing of the United States national anthem, uniformed employees must render the proper hand salute or place their right hands over their hearts for the duration of the anthem.

   b) During the playing of another country's national anthem, uniformed employees must show respect by placing their right hands over their hearts for the duration of the anthem.

   c) Hand salute

      To render the proper hand salute, raise the right hand up with the tip of the pointer finger touching the outside of the eyebrow, with fingers together and hand slanted slightly forward with the elbow straight out to the side and triceps pointing down to the floor/ground at a 45-degree angle. The same hand motions apply when wearing an authorized hat, except the fingertips touch the bill/brim of the hat.

5. Military/law enforcement protocols are given in two parts. Part 1 is a preparatory command given as an alert to perform a military-style act. (Examples: "uniformed officers," "group," or "color guard.") Part 2 is a command of action for which movement to carry out. (Examples: "attention," "present arms," "order arms," or "parade rest.")
   a) Position of attention
      Stand with hands at sides, heels together, and toes pointing out equally to form a 45-degree angle.
   b) Present arms
      Render a proper hand salute.
   c) Order arms
      Bring the right hand down to the side; it should take three to five seconds to accomplish this movement.
   d) Parade rest
      Move feet shoulder width apart, and put the left hand in the small of the back with the right hand covering the left hand.

N. Memorial/Observation
   1. Former and current military staff are authorized to wear the approved veterans pin annually on Veterans Day.

   2. Mourning bands must follow Law Enforcement Memorial Association (LEMA) protocol.

   3. Memorial pins are authorized to be worn on the anniversary of the event for 24 hours.

O. <u>Exceptions</u>
   1. Pregnant uniform employees are permitted to wear the uniform shirt unbloused and are provided uniforms in excess of the annual allowance.

   2. Exceptions to purchasing footwear from somewhere other than the approved vendor require medical authorization. Any other footwear purchases off-contract are at the employee's expense.

   3. Special assignment uniforms, such as special operations response team (SORT) unit uniforms, are provided by each facility and not charged to the individual uniform allowance.

   4. Facility painters may be attired in white uniform clothing.

P. <u>Termination/Separation/Retirement/Change of Duties or Position of Uniformed Employees</u>
   All uniformed employees must return duty belts and security equipment, ID cards, insignia, patches, winter jackets, and all new, and used items in clean condition to the captain/designee prior to termination/separation. Upon any change of duties that would result in change of uniform, employees are required to turn in items no longer needed for the new duties/position to the captain/designee. Items returned must be documented in the employee's supervisory file.

INTERNAL CONTROLS:

A. Account balances are electronically maintained by the vendor.

B. Packing slips and invoices are retained in finance according to the retention schedule.

C. Returned items are documented in the employee's supervisory file.

ACA STANDARDS: None

REFERENCES: Minn. Stat. §§ 181.13, subd. (a); and 181.14 subd. 1, 2, and 4
Policy 103.016, "Pre-Placement Medical Exam and Evaluation"
Policy 103.2216, "Corrections Officer Standardized Equipment"
Policy 105.113, "Personal Protective Equipment (PPE)"
Policy 105.170, "Bloodborne Pathogens"
Policy 105.115, "Respiratory Protection Program"
Division Directive 103.2217, "Honor/Color Guard and Memory Guard"
Minnesota Management and Budget Policy and Procedure PAY0043, "Payments to Employees Who are Discharged from State Service"
Minnesota Management and Budget Policy and Procedure PAY0044, "Payments to Employees Who Quit or Resign from State Service"
Minnesota Law Enforcement Memorial Association (LEMA)

REPLACES: Policy 103.2215, "Uniform and Attire – Facilities," 7/17/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Office of Strategic Planning, Implementation, and Employee Development