

**MASSACHUSETTS DEPARTMENT OF CORRECTION
UNIFORMS
103 DOC 224
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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: ADMINISTRATION
TITLE: UNIFORMS	NUMBER: 103 DOC 224

Purpose: To establish standards, specifications, and appropriate wearing of uniforms within the Massachusetts Department of Correction.

References: MGL C. 124, S. 1 (c) & (d)

Applicability: All Staff **Public Access:** Yes

Location: DOC Central policy file / Institutional policy file

Responsible Staff for Implementation and Monitoring of Policy:

- Associate Commissioner for Administration
- Superintendents

Effective Date: 9/28/2007

Cancellation: This document cancels all previous department policy statements, bulletins, directives, orders, notices, rules and/or regulations regarding uniforms which are inconsistent with this policy.

Severability Clause: If any part of this policy is, for any reason, held to be in excess of the authority of the Commissioner, such decision will not affect any other part of this policy.

224.01 Regulation Uniform, Correction Officer I, II, III, and Captain

Employees wearing regulation uniforms shall conform to the following procedures:

1. The regulation class B winter uniform shall be worn from the third (3rd) Sunday in October to the third (3rd) Saturday in May, and shall consist of:
 - A. Black baseball cap w/embroidered badge (DOC issue only);
 - B. Bloused pants;
 - C. Four pocket long sleeve shirt w/embroidered badge, flag patch, Velcro name tag strip, and DOC patch;
 - D. Black turtleneck shirt (optional) w/DOC embroidery;
 - E. Cloth embroidered state seal collar insignia;
 - F. Cloth embroidered Velcro epaulet insignia of rank;
 - G. Cloth embroidered Velcro name tag;
 - H. Black utility belt;
 - I. Black belt;
 - J. Black boots;
 - K. Winter coat;
 - L. Black or navy blue crew T-shirt;
 - M. Winter knit hat w/embroidered badge.

2. The regulation class B summer uniform shall be worn from the third (3rd) Sunday in May until the third (3rd) Saturday in October. This uniform shall be same as above with the exception of a short sleeve substituted for the long sleeve shirt and a black or navy blue T-shirt substituted for the turtleneck shirt.

3. The regulation class A uniform shall be worn at the discretion of each respective Superintendent and shall consist of the following:
 - A. All season hat and hat badge (DOC issue only). Approved baseball caps, black with embroidered badge may be worn for institution use only with the approval of the Superintendent. Baseball caps are not authorized to be worn with the class A uniform if leaving the institution grounds;
 - B. All season blue slacks;
 - C. Light blue short sleeve shirt (seasonal) with DOC and flag patch;
 - D. Black necktie (clip on type) optional;
 - E. Long sleeve shirt with DOC and flag patch, with tie (seasonal);

- F. Name tag - silver metal 7/16 x 2 1/4" round edge. First initial, last name;
- G. Uniform badge (DOC issue only);
- H. Service stripes (on jacket only) - light blue stripe - 3/8 x 3" - equal 3 years (optional);
- I. State seal collar insignia;
- J. Insignia of rank;
- K. Black belt;
- L. Black boots/shoes;

4. The insignia of rank for officers are as follows:

- A. Sergeants shall wear the approved Chevron blue cloth stripes on each shirt sleeve for class A only. Sergeants shall wear a cloth embroidered chevron on epaulet for class B;
- B. Lieutenants shall wear a single silver bar on each shoulder epaulet and a silver hat band on their hat for the class A uniform. Lieutenants shall wear a cloth embroidered silver bar on epaulet for the class B uniform;
- C. Captains shall wear double gold bars on each shoulder epaulet and a gold band on their hat for the class A uniform. Captains shall wear a cloth embroidered double gold bar on epaulet and black baseball cap with embroidered gold badge for the class B uniform;
- D. Rank of insignia of Captains, Lieutenants, shall also be worn on the jacket. Insignia shall be located on the uniform jacket epaulet (shoulder strap) 3/4" of an inch from the shoulder seam and centered within the width of the epaulet;
- E. Rank insignia of Sergeant shall also be worn on the jacket. Insignia shall be located on the uniform jacket sleeves 6 inches down from the shoulder seam;
- F. Badges for Correction Officers, Sergeants, Lieutenants, and equivalent shall be silver. Badges for Captains and above shall be gold.

5. It is expected that employees shall wear the prescribed uniform in a professional and respective manner consistent with traditional uniform decorum. The wearing of non-standard accouterment with the uniform which shall make one stand out as not "uniform" is unacceptable and may be cause for disciplinary action.

6. Maternity Uniforms

A. The maternity correctional officer class A uniform (trousers, long and short sleeve shirts) are available from Central Clothing in the following sizes: medium, large, x large, and xx large. Class B maternity uniform is available in pants only and are available in sizes 04 thru 22. Larger shirt sizes are available for the class B if needed.

B. General Ordering Procedures for Maternity Uniforms;

Class A maternity items can be available for pickup within twenty-four (24) hours by contacting the central clothing warehouse at (508)279-8133. Class B maternity pants will take five (5) to ten (10) days before availability for pick up. Orders shall be placed through the respective institutional clothing officer and advance notice is suggested. The standard issue is three (3) pants and three (3) shirts (long or short sleeve depending on the season).

224.02 Correctional Program Officer A/B, C, and D Uniforms

Regulation uniforms worn by all Correctional Program Officers shall consist of:

1. The regulation winter uniforms shall be worn from the third (3rd) Sunday in October to the third (3rd) Saturday in May, and shall consist of:

- A. Baseball cap (Black w/embroidered badge)
- B. All season black slacks
- C. Long sleeve polo shirt (Charcoal w/embroidered badge)
- D. Winter coat (Black w/embroidered badge)
- E. Crew neck, wind shirt (Black w/embroidered badge, optional/seasonal)
- F. Black Belt
- G. Boots(Black)
- H. DOC Breast Badge
- I. Long sleeve white dress shirt with DOC and flag patches
- J. Name tag, silver metal w/ state seal, issued from central clothing.
- K. Tie, black clip-on.
- L. Collar pins w/state seal.

2. The regulation summer uniform shall be worn from the third (3rd) Sunday in May until the third (3rd) Saturday in October. This uniform shall be the same as above with the following

exceptions. A short sleeve version of the polo shirt and dress shirt shall be substituted for the long sleeve version.

3. All Correctional Program Officer's shall be neat and well groomed. Neat and wellgroomed shall mean personal appearance that is consistent with generally accepted standards of the uniformed law enforcement community. This shall include but not be limited to:
 - A. Uniform Shirt (long and short sleeve) shall be tucked in at all times.
 - B. A uniform shirt is required to be worn beneath the uniform wind shirt.
 - C. If an undershirt is worn, it should not be visible either at the collar or at the sleeves of the uniform shirt.
 - D. All uniform shirts must be buttoned except for the top button which is optional.
4. CPO maternity pants are available at the central clothing warehouse but require 5 - 10 days for availability. Orders must be placed through the respective institutional clothing officers and advance notice is suggested.
5. Name tags shall be worn daily. Name tags shall be placed above the right pocket on the class "A" shirt and on the right side of the shirt parallel to the approximate midpoint of the badge on the class "B" shirt.
6. It is mandatory that class "A" shirts are worn while on duty in the following circumstances:
 - A. When summonsed to court on DOC business.
 - B. When acting as DOC liaison for employment, program issues, etc.
 - C. When meeting with outside agencies off DOC property.
 - D. When attending funerals and wakes of DOC employees.
 - E. When attending job fairs, community speaking engagements, etc.
 - F. When assigned as a Drill Instructor or other visiting instructor at the DOC Academy.
 - G. When attending DOC Academy graduations.

224.03 Maintenance Personnel Uniforms

Regulation uniforms worn at all institutions by maintenance personnel shall consist of:

1. The regulation winter uniforms shall be worn from the third (3rd) Sunday in October to the third (3rd) Saturday in May, and shall consist of:
 - A. Baseball cap (brown, yellow/gold state insignia);
 - B. All season brown slacks;
 - C. Brown long sleeve shirt;
 - D. Tan winter work coat;
 - E. Work boots;
 - F. Name tag (silver metal 7/16 x 2 1/4", round edges - last name, first initial);
 - G. DOC patches (brown) and flag patch;
 - H. Belt;
 - I. Knit hat, brown with DOC emblem.

2. The regulation summer uniform shall be worn from the third (3rd) Sunday in May until the third (3rd) Saturday in October and shall consist of:
 - A. Baseball cap (brown, yellow/gold state insignia);
 - B. All season dark brown slacks;
 - C. Brown short sleeve shirt or optional T-shirt. Please note the wearing of T-shirt does not circumvent the nametag requirement as set forth in paragraph 2F;
 - D. Brown long sleeve shirt may be worn in inclement or cold weather;
 - E. Brown lightweight jacket;
 - F. Name tag (silver metal 7/16 x 2 1/4", round edges - last name, first initial);
 - G. DOC patches (brown) and flag patch;
 - H. Work Boots;
 - I. Belt.

224.04 Regulation Uniforms for Food Service Personnel other than Correction Officers/Head Cook/Chef

Regulation uniforms worn at all institutions by food service personnel other than correction officers shall conform to the following procedures:

1. The regulation uniform shall consist of:
 - A. White head cover, either paper hat or chef's hat;
 - B. All season white cook's pants (skirts optional for females);
 - C. White short sleeve shirt;
 - D. Name tag (silver metal 7/16 x 2 1/4", round edges - last name, first initial);
 - E. DOC patches.

224.05 Recreation Staff Uniforms

Regulation uniforms worn at all institutions by recreation staff shall consist of:

- A. Navy blue utility pants;
- B. Navy blue coaches short (seasonal);
- C. Red knit collared shirt with "Recreation Staff" and DOC emblem embroidered;
- D. Navy blue windbreaker jacket with DOC emblem embroidered (seasonal);
- E. Winter jacket with DOC emblem embroidered(seasonal);
- F. Red sweatshirt with DOC emblem embroidered;
- G. Name tag (silver 7/16" x 2 1/4" round edges - first initial, last name);
- H. Navy blue baseball cap with DOC emblem;
- I. White sneakers;
- J. Navy blue knit hat with DOC emblem.

224.06 Industries Staff Uniforms

Regulation uniforms worn at all institutions by Industries staff shall consist of:

- A. Utility green pants;
- B. Long sleeve gray knit shirt (as issued);
- C. Short sleeve gray knit polo shirt (as issued)-seasonal;
- D. Dark green lightweight jacket;
- E. Dark green winter jacket;
- F. Black boots;
- G. Dark green baseball cap with DOC and MassCor emblem.
- H. Name tag

224.07 Specialty Uniforms

At the discretion of the Superintendent/Division manager, the following uniforms are issued for specific use purposes only, and are not to be utilized on assignments outside of the institution property unless authorized:

- 1. Inner Perimeter Security Teams
 - A. Navy blue uniform trousers;
 - B. Long sleeve navy blue shirt;
 - C. Short sleeve navy blue shirt (seasonal);
 - D. Black "clip on" tie;
 - E. IPS collar pins

2. K-9 Officers/Special Assistance Officers
 - A. Street Gear pants;
 - B. Street Gear long sleeve shirt w/ K9 Patch;
 - C. Street Gear short sleeve shirt w/K9 patch (seasonal).
 - D. Black embroidered hat

3. SRT/TRT Uniform
 - A. Black tactical shirt with distressed DOC emblem;
 - B. Black tactical pant.

With the exception of the SRT/TRT uniforms, the aforementioned specialty clothing shall replace the specific regulation uniform articles and as such shall display the predetermined requirements i.e. name tag, rank insignia, etc.

224.08 Uniform Badges

The issuance, tracking, replacement, and purchase of Departmental Badges shall be accomplished at the Headquarters Level (Central Clothing). The request for, and return of Badges shall be controlled at the Institution level through the Superintendent, and or Administrator's Office. Attachment A shall be utilized to request badges.

Any changes, losses, transfer, retirements, and terminations shall be reported immediately to Central Clothing, and the Operations and Security Division via fax and/or electronic mail.

1. The standard badge issue for Captain, Lieutenant, Sergeant and Officer uniformed staff shall consist of one (1) breast badge, and one (1) hat badge. Wallet badges shall only be issued to the Executive Staff of the Department of Correction and parallel staff of each Correctional Institution. All other titles authorized to be issued badges shall be issued a breast badge with a belt clip. The breast badge shall have a unique number as assigned by Headquarters, the hat badge shall be of a different design and not numbered. The badge and number issued to uniformed staff shall not change unless the Title of his/her position changes, then a new badge and number shall be issued. The badge titles issued for the Department of Correction shall be as follows:

Commissioner
Deputy Commissioner
Associate Commissioner
Assistant Deputy Commissioner

Superintendent
Deputy Superintendent
Director
Deputy Director
Captain, Lieutenant, Sergeant, Officer
Correctional Program Officer A/B,C,D

2. Any title not contained herein including that of "Special State Police Officer" shall not be utilized unless approved in writing by the Commissioner of Correction or Designee.
3. The badges shall be VH-Blackinton # 2021, lettering is stoned-flush enamel, and A3519 Applied Seal. Management employee badges, rank Captain and above, shall be gold in color (Gold Plating), with all other badges in silver (Rhodium).
4. For all new Department Uniform Staff the badges shall be issued at the Training Academy during the last week of training.
5. Employees who change titles shall submit the "Badge Request Form" (Attachment A) with required information and approval, to Central Clothing either by Department mail or through electronic mail. Old badges must be surrendered to central clothing before new badges are issued.
6. It is the responsibility of each Institution to insure the surrender of badges for employees who leave the Department because of resignation, termination, or retirement. The institution shall return the surrendered badge to Central Clothing within 30 days of the employee's departure. Each institution shall develop procedures to insure the aforementioned is accomplished.
7. Employees who transfer from one Institution to another for a permanent or temporary period are to retain their current badge.
8. All badges when issued shall be signed for by the receiving individual.
9. Central Clothing may replace damaged badges upon inspection and approval. The replacement badge may have a new number depending upon current inventory.

10. Only those badges approved and issued by the Department of Correction shall be worn or displayed by Department employees, personal purchase of badges is prohibited. Any Employee who loses a badge may be required to reimburse the Commonwealth for the cost of replacement.

224.09 Union Pins

It is permissible for uniformed Unit 4 employees to wear union affiliation pins as follows:

1. If they wear a tie, the pin is to be worn as a tie tack.
2. If they are wearing a uniform which does not require a tie, such as the summer uniform, the pin is to be worn on the top center portion of the right hand breast pocket of the uniform.

224.10 Optional Equipment

Superintendents may, at their discretion, permit additional equipment to be worn in combination with all regulation uniforms. Those items shall consist of:

1. Whistle;
2. Flashlight and holder (flash light not exceeding 9");
3. Key chain and key clips;
4. Rubber gloves and pouch holders;
5. Handcuffs and case (DOC issue only).

Superintendents, at their discretion, may approve additions and deletions of clothing to be worn inside the institution during severe hot/cold weather conditions. Officers assigned to outside posts and working predominantly in the outside elements during their tour of duty, in and around the institution grounds, may be permitted by the superintendent to add appropriate clothing.

1. This may include the employee's personal sweater which must be only navy blue or black sweater in color and consist of V-neck/pullover/cardigan in style. The sweater shall be made of a plain or flat knit and not contain any logos. Sweaters shall not to be worn as an outer garment off institution grounds while on official business.
2. Full length black raincoat with orange lining worn during inclement weather;
3. Black gloves/mittens.

224.11 Honor Guard Uniform

Honor Guard Detail requests shall be accepted for; employees, former employees, and brother law enforcement officers. All requests must be approved by the Associate Commissioner of Administration.

The regulation honor guard uniform shall consist of the class "A" uniform as described in section 224.01 with the following additions which shall be issued on a per diem basis and returned to the institution at the close of the detail:

1. Trooper style uniform cap;
2. Dress uniform (French blue jacket);
3. White gloves.

Personnel, in addition to the Honor Guard who attend a "Funeral" detail, if wearing a uniform, MUST wear the Class "A" uniform, otherwise they may wear civilian attire, but at no time shall they wear a combination thereof.

All honor guard staff shall be similarly uniformed, there shall be no exceptions.

224.12 Centralized Uniform Distribution

1. General Information

- A. The Department of Correction has centralized the procurement and general issuance of uniforms. The Central Clothing Unit is located at the Bridgewater Correctional Complex.
- B. Institutional inventories of staff uniforms are not to be maintained as same is to be issued only on a replacement basis. All used staff uniforms which are suitable for reissue should be retained at the institutional level for emergency purposes.
- C. Every article of uniform clothing issued at the institutional level must be properly accounted for and documented on a standard clothing record by the respective institution.
- D. Replacement uniforms are issued on an in kind basis only, meaning that for each article issued a like item should be returned. All exchanges shall be documented in the clothing record. Used uniform articles being exchanged should exhibit only signs of normal wear. Excessive

issuances to any single staff member or issues without an exchange should be scrutinized at the institutional level.

2. Ordering Procedures

- A. With the exception of the Bridgewater Complex, Institutions/Divisions shall be allowed one (1) order of uniforms per month. Exceptions to this schedule shall only be made for justified emergency situations.
- B. All uniform requests shall be faxed to the centralized clothing unit. This request should be cumulative, in memo form, and include all pertinent information i.e. description, size, etc. Said request must be approved by the appropriate individual as designated by the respective superintendent.
- C. Uniform clothing orders must be picked up by the requesting institution no later than 2:00 PM. A state vehicle must be utilized to pick the order up. All shipments must be verified and signed for before departing the warehouse.

3. Correction Officer Uniforms

- A. Institutions shall not maintain any substantial amount of officer clothing with the exception of used uniforms as previously mentioned.
- B. The initial correction officer uniform issue shall be distributed from the Training Academy and consist of the following:

CLASS "A" UNIFORM:

- 2 - Uniform pants
- 2 - Uniform long sleeve shirts
- 2 - Uniform short sleeve shirts
- 1- Uniform clip-on ties
- 2 - State seal collar pins
- 1 - Uniform hat (saucer type)
- 1 - Baseball hat
- 1 - Uniform belt
- 1 - Uniform jacket
- 1 - Boots
- 1 - Name tag (silver metal)
- 1 - Metal mourning pin

