

**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 ("Department").

References: M.G.L. c. 124, § 1 (c) & (d)

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

Location: Department Central policy file
Each institution's policy file

Responsible Staff for Implementation and Monitoring of Policy:

- Deputy Commissioner, Administrative Services Division
- Superintendents

Effective Date: 10/13/2013

Cancellation: 103 DOC 224.00 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 103 DOC 224.00 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall 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 (Department issue only);
 - B. Bloused pants;
 - C. Four pocket long sleeve shirt w/embroidered badge, flag patch, Velcro name tag strip, and Department patch;
 - D. Black turtleneck shirt (optional) w/Department 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 (Department 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 navy blue slacks;
 - C. Light blue short sleeve shirt (seasonal) with Department and flag patch;
 - D. Black necktie (clip on type) optional;
 - E. Long sleeve shirt with DOC and flag patch, with tie.
 - F. Name tag - silver metal 7/16 x 2 1/4" round edge. First

- initial, last name;
 - G. Uniform badge (Department 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 and 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) is 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 Department 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 Officers 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 five (5) to ten (10) days for availability. Orders shall 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 Department business.
 - B. When acting as Department liaison for employment, program issues, etc.
 - C. When meeting with outside agencies off Department property.
 - D. When attending funerals and wakes of Department employees.
 - E. When attending job fairs, community speaking engagements, etc.
 - F. When assigned as a Drill Instructor or other visiting instructor at the Department Academy.
 - G. When attending Department 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 cloth with department emblem;
 - B. All season brown slacks;

- C. Tan, 100% cotton 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. Department patches (brown) and flag patch;
 - H. Belt;
 - I. Knit hat, brown with Department 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 cloth with department emblem;
 - B. All season dark brown slacks;
 - C. Tan, 100% cotton 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. Tan, 100% cotton 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. Department 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. Department 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 Department emblem embroidered (seasonal);
- E. Winter jacket with Department emblem embroidered (seasonal);
- F. Red sweatshirt with Department emblem embroidered;
- G. Name tag (silver 7/16" x 2 1/4" round edges - first initial, last name);
- H. Navy blue baseball cap with Department emblem;
- I. White sneakers or work boots (optional depending upon work assignment);
- J. Navy blue knit hat with Department 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 uniform is issued for specific use purposes only, and is 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.

224.08 Uniform Badges

The issuance, tracking, replacement, and purchase of Department

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 Department's Executive Staff 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 shall be as follows:

Commissioner
Deputy Commissioner
Assistant Deputy Commissioner
Superintendent
Chief
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 or designee.
3. The badges shall be VH-Blackinton # 2021, lettering is stoned-flush enamel, and A3519 Applied Seal. Badges for Captain, 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 shall be surrendered to Central Clothing before new badges are issued.

6. It is the responsibility of each institution to ensure 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 thirty (30) days of the employee's departure. Each institution shall develop procedures to insure the aforementioned is accomplished.
7. An employee who transfers from one (1) institution to another for a permanent or temporary period is to retain his/her 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 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 (Department issue only).

A Superintendent, at his/her 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 navy blue or black in color and be a V- Neck pullover or cardigan in style. The sweater shall be made of a plain or flat knit and not contain any logos. Sweaters shall not 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 Deputy Commissioner of the Prison Division.

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 Management Name Tags

Program Managers, ranked I through XII, shall wear a picture Identification Card, issued by the Special Operations Unit. IDs should be visibly displayed and may be worn around the neck using a lanyard or clipped to a belt.

224.13 Centralized Uniform Distribution

1. General Information

- A. The Department has centralized the procurement and general issuance of uniforms. The Central Clothing Unit is located at the Bridgewater Correctional Complex.
- B. Institution inventories of new staff uniforms are not to be maintained. All used staff uniforms which are suitable for reissue should be retained at the institutional level for emergency purposes.
- C. Central clothing shall maintain an individual clothing record for all staff that receive issued clothing. An individuals clothing record details all clothing that was issued to them by Central Clothing and when that issuance occurred. Central Clothing may adjust quantities requested based on an individuals recorded issuances and the historical wear data of the item requested.
- D. Replacement uniforms are issued on an in kind basis only, meaning that for each article issued a like item should be returned. Used uniform articles being exchanged should exhibit only signs of normal wear. Issuances 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 Central Clothing unit. This request should be cumulative, in memo form, and include all pertinent information e.g., (description, size). Said request shall be approved by the appropriate individual as designated by the respective Superintendent.
- C. Uniform clothing orders must be picked up at Central Clothing by the requesting institution no later then 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 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:

- 1 - Uniform pants
- 1 - Uniform long 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 Winter Coat (also worn with class "B")
- 1 - Boots
- 1 - Name tag (silver metal)
- 1 - Metal mourning pin

CLASS "B" UNIFORM:

- 5 - Uniform pants
- 5 - Uniform long sleeve shirts
- 5 - Uniform short sleeve shirts
- 1 - Uniform duty belt
- 5 - Uniform turtle neck shirts (seasonal)
- 1 - Uniform crew neck T-shirts (seasonal)
- 2 - Cloth embroidered Velcro name tag
- 1 - Cuff case
- 1 - Radio holder
- 1 - Winter knit hat, black w/embroidered badge

- C. Correction Officers can request replacement uniform clothing on an "as needed" basis. With the exception of footwear which shall be predetermined by the Commissioner of Correction. Each institution shall compile the aforementioned requests on a monthly basis and insure the legitimacy of same. Replacement clothing is intended to replace those uniform articles that are either worn or damaged beyond repair.
- D. IPS uniforms are available at the Central Warehouse for distribution however, these articles shall only be issued to designated personnel and are subject to the same replacement provisions.

- C. The following specialty items or those associated with the following functions shall not be available from the clothing warehouse and must be individually procured at the institutional level:

Rubber boots
Leather gloves
Honor Guard uniforms
Raincoats
Jumpsuits

4. Correctional Program Officer Uniforms

- A. Correctional Program Officer uniform clothing shall be issued in a similar manner to that of Correction Officer clothing with the initial issue consisting of the following:

5 Pants
5 Long sleeve polo shirts
5 Short sleeve polo shirts
2 Long sleeve white dress shirts
2 Short sleeve white dress shirts
1 Baseball cap
1 Wind shirt
1 Winter jacket
1 Belt
1 Boots
1 Name tag

- B. CPO's can request replacement clothing on an "as needed" basis. Attachment "B" of this policy shall be utilized for replacement clothing requests for CPO's. It shall be the responsibility of the Institution/Division to compile the aforementioned requests on a monthly basis and insure the legitimacy of same. Replacement clothing is intended to replace those uniform articles that are either worn or damaged beyond repair.

5. Maintenance Uniforms

- A. Maintenance uniform clothing shall be issued in a similar format to that of Correction Officer clothing with the initial issue consisting of the following:

5 Pants
5 Long sleeve shirts
5 Short sleeve shirts or T-shirts w/ Department seal
1 Baseball cap
1 Summer jacket

- 1 Winter jacket
- 1 Belt, black
- 1 Boots, pair
- 1 Name Tag

B. Maintenance staff can request replacement clothing on an "as needed" basis. It shall be the responsibility of the institution to compile the aforementioned requests on a monthly basis and insure the legitimacy of same. Replacement clothing is intended to replace those uniform articles that are either worn or damaged beyond repair.

6. Recreation Staff Uniforms

A. Recreation staff uniforms have been standardized throughout the department and the initial issue shall consist of the following:

- 5 Pants
- 5 Shorts
- 5 Shirts, short sleeve
- 1 Spring jacket (windbreaker)
- 1 Winter jacket
- 2 Sweatshirts
- 1 Belt
- 1 Sneaker's, pair
- 1 Name tag

B. Replacement recreation uniform clothing shall follow the "as needed" guidelines associated with other staff clothing and must be ordered at the discretion of the institutional clothing officers.

7. Uniform Specifications

All uniform specifications shall be maintained at the Central Clothing Warehouse by the Central Clothing Coordinator. These specifications shall be updated as necessary and are available upon request.

224.14 Alternate Uniforms

All departmental uniforms must conform to the contents of this policy unless written approval is granted from the Commissioner. Said approval is required for any variation of current regulation clothing or alternate uniform.

224.15 Personal Appearance

1. Officers shall maintain a neat, well-groomed appearance.

2. Officers shall not wear jewelry, pins, necklaces, or bracelets of any kind with the uniform. Exceptions, if conservative, include the following: ring(s); a wristwatch; a union pin, a Medic Alert bracelet; and necklace(s) or religious medallions worn discreetly beneath the shirt. No facial jewelry of any type shall be worn.
3. Cosmetics, if worn, shall be conservative, subdued and blended to match the natural skin color. No false eyelashes or unnaturally colored contact lenses shall be worn.
4. Hair shall be clean, neat, and well groomed. Hair shall not interfere with the wearing of any standard headgear, or be dyed or tinted an exaggerated or unnatural color. Wigs or hairpieces may be worn if they conform to the above standards.

Under this policy, the definitions of "neat" and "well-groomed" shall mean personal appearance that is consistent with generally accepted standards of the uniformed Law Enforcement Community.

5. It shall be the responsibility of each person who is issued regulation or special unit uniforms to:
 - a. Keep it neat and tidy;
 - b. Wear it in the prescribed/authorized manner;
 - c. Refrain from using regulation clothing or insignia outside of the official capacity for which it was issued.

Uniformed personnel shall ensure that the wearing of the department uniform shall be in the official capacity and intent for which it was issued and at no time shall a uniform be worn in such a manner as to bring discredit to the institution or Department.



Massachusetts Department of Correction



CENTRAL CLOTHING

BADGE REQUEST FORM

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

FACILITY: _____

OLD POSITION: _____

NEW POSITION: _____

SUPERINTENDENT: _____

SIGNATURE: _____

PHONE NUMBER: _____

Complete this Form and Forward to Central Clothing.

FAX # 508 279-8135

Attachment A

Attachment B
Massachusetts Department of Correction
Central Clothing
CPO Uniform Request Form

Date: _____
 Name: _____ Title: _____ Badge#: _____
 Institution/Division: _____
 Phone #: _____ E-Mail: _____
 Male: _____ Female: _____

<u>Uniform Item:</u>	<u>Size:</u>	<u>Amount:</u>
Black Trousers:	_____	_____
Grey L/S Shirts:	_____	_____
Grey S/S Shirts:	_____	_____
Spring Jacket:	_____	_____
Winter Coat:	_____	_____
Baseball Hat:	_____	_____
Footwear:	_____	_____
Dress L/S Shirt:	_____	_____
Dress S/S Shirt:	_____	_____
Belt:	_____	_____
Collar Pins:	_____	_____
Tie:	_____	_____

All staff uniforms are issued on an "as needed" basis. Uniforms that are no longer wearable can be requested for replacement for the same item. Adjustments may be made on the number issued, based on historical data available. Mail, Fax, or E-Mail this form to Central Clothing with all requested information, and you shall be notified when your uniforms are ready.

Central Clothing, Bridgewater Warehouse, 2nd Floor, Bridgewater Ma. 02324
 Voice: 508-279-8133/34, Fax: 508-279-8135

Massachusetts Department of Correction
Central Clothing
PO Box 628
10 Administration Road
Bridgewater, MA 02324-0628

CPO Nametag Request Form

Please type in the information for the requested nametag. Be advised that submitted titles may be changed to correspond with current approved titles.

Line 1: (NAME) _____

Line 2: (TITLE) _____

PLEASE CHECK APPROPRIATE REASON FOR THE REQUEST

INTIAL ISSUE OR CHANGE OF TITLE

SUPPLEMENTARY ISSUE

REPLACEMENT OF LOST NAMETAG

PLEASE INDICATE TYPE OF NAMETAG REQUESTED

MAGNETIC

NON MAGNETIC
(Explain reason for this choice)

Approved By: _____ Date: _____
(Superintendent/Division Head or designee)

Provide point of contact and phone number: _____

Explain reason for replacement: