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			<b>OPI:</b>	HRM	
			<b>REVIEW DATE:</b>	April 21, 2018	
			<b>Approving Authority</b>	Quincy L. Booth Director	
	<b>SUBJECT:</b>	<b>EMPLOYEE ATTIRE</b>			
<b>NUMBER:</b>	<b>3360.2H</b>				
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**SUMMARY OF CHANGES:**

Section	Change
	<i>Minor changes made throughout policy</i>

**APPROVED:**



**Quincy L. Booth, Director**

4/21/17

**Date Signed**

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1. **PURPOSE AND SCOPE.** To provide a consistent standard of attire for all uniformed and non-uniformed employees within the DC Department of Corrections (DOC).
2. **POLICY.** All DOC employees shall behave in a professional manner and dress in a fashion which properly represents their position and the public they serve.
3. **APPLICABILITY.** This directive applies to all DOC employees, contract employees, volunteers and other individuals who perform services in the DOC.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Individuals who perform work in DOC shall adhere to established DOC standards regarding work attire and grooming protocol.
  - b. Supervisors, Managers and Contract Monitors at all levels are responsible for ensuring day-to-day compliance with this Program Statement.
5. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (hereinafter, “the act”), the District of Columbia does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment in the form of sex discrimination is also prohibited by the act. Discrimination in violation of the act will not be tolerated. Violators will be subject to disciplinary action.
6. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded**

PP 3360.2G Employee Appearance and Attire (11/4/13)
  - b. **Directives Referenced**

PP 3360.8-16 Department of Corrections Uniform/Equipment Issuance and Replacement

SOP 3370.1-16 Employee Identification Card

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## 7. **AUTHORITY**

D.C. Code § 24-211.02 Powers; Promulgation of Rules (Formerly §24-442)

## 8. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-7C-03.

## 9. **POLICY IMPLEMENTATION**

- a. Supervisory staff and managers shall ensure that all employees under their purview are issued and sign for a copy of the DOC employee attire policy.
  - b. Supervisory staff and managers shall ensure that the original acknowledgement receipt is forwarded to the Human Resource Management Division (HRMD) where it shall be filed in the employee's personnel file. Copies may be maintained in facility files.
  - c. Supervisors shall also send by certified mail a copy of this policy to any employee in a leave status at the time of the issuance of this policy.
  - d. The Human Resource Management Division shall ensure that all newly hired employees, contract employees and volunteers are issued and sign for a copy of the DOC employee attire policy, prior to the receipt of their departmental issued identification badges.
  - e. The Deputy Director for Operations and the Warden shall ensure that this Policy and Procedure is made available at all entrances and exits.
10. **TRAINING.** The Training Administrator shall ensure that a statement regarding the significance of the newly hired employee's adherence to the DOC employee attire policy is incorporated into the orientation-training module.

Attachments

Attachments 1- DCDC 1 Form

Attachment 2- Report of Lost or Stolen Uniform Report

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## CHAPTER 1

### GENERAL

1. **DEFINITIONS.** For the purpose of this Program Statement, the following definitions apply:
  - a. ***Non-uniformed Employees.*** Employees who are not issued uniforms nor required to wear uniforms while in the performance of their duties.
  - b. ***Uniformed Employees.*** Employees who are issued uniforms and required to wear these uniforms while in the performance of their duties.
  - c. ***Official Duty Uniform***
    - 1) **Correctional Officer Uniform** -The Correctional Officer's uniform, complete with badge, patch, insignia and accessories described in the Collective Bargaining Agreement, Article 16.
    - 2) **Utility Uniform** - The blue uniform issued to employees and other employees assigned to jobs requiring these uniforms described in the Collective Bargaining Agreement, Article 16.
  - d. ***Professional Business Attire-*** Business/Casual attire in nature and considered to be appropriate in a conventional business setting.
  
2. **RESPONSIBILITIES**
  - a. **Deputy Director(s).** The Deputy Director(s) shall ensure that:
    - 1) Sufficient funds are budgeted annually for purchase of uniform items listed in the Collective Bargaining Agreement.
    - 2) An adequate supply of all required uniform items is maintained and available for issue at all times.
  
  - b. **Warden/Administrators/Office Chiefs/Supervisors.** The Warden, Administrators, Office Chiefs and Supervisors shall ensure that:
    - 1) Roll call inspections of correctional officer for adherence to the requirements of this policy are conducted.

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- 2) Non-uniformed staff are monitored for adherence to the requirements of this policy.
- 3) Appropriate corrective action is taken when employees fail to adhere to the requirements of this directive.

### 3. PROCEDURES

#### a. **Staff Entrance**

- 1) When an employee or contractor is wearing attire that is non-compliant with this directive, the employee or contractor shall not be allowed admittance into the facility.
- 2) The Staff Entrance OIC shall contact the employee's immediate supervisor.
- 3) The employee's immediate supervisor shall make the final decision regarding the appropriateness of questionable attire in accordance with this directive and return to duty.

#### b. **Non-Institutional Personnel**

- 1) The Shift Commander shall make the decision regarding the appropriateness of questionable attire in accordance with this directive.
- 2) If the Shift Commander determines that the attire is in violation of this directive, the employee shall be required to leave the work site at his/her own expense and on his or her own time to change clothing and return to duty.
- 3) All contract and volunteers shall wear their Department of Corrections ID in plain sight when entering and while inside the facility.
- 4) Maintain security and accountability of uniforms, badges, patches, insignia and other controlled/sensitive items.

- c. **All Employees and Contractors.** All DOC employees and Contractors, regardless of location, shall adhere to the requirements of this directive and project a professional image while on duty.

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#### 4. REQUIREMENTS FOR ALL EMPLOYEES

- a. Each employee's style or manner of dress and personal grooming shall be consistent with the health, welfare, and standards of the agency and shall be in compliance with federal and local laws.
- b. Each employee shall observe rules of basic personal hygiene and report for duty presenting a well-groomed and neat appearance. An employee's face, hands, fingernails and other exposed areas shall be clean and in compliance with this directive.
- c. *Nametags or ID*
  - 1) Uniformed employees shall wear nametags in compliance with this directive. Uniformed employees are required to *maintain* their Department of Corrections ID on their person while on duty but are not required to *wear* the Department of Corrections ID in the performance of their duties.
  - 2) All non-uniformed employees and contractors shall wear their Department of Corrections ID on their person.
  - 3) All employees shall wear their Department of Corrections ID when on official DOC duty away from the agency.
- d. ***Prohibited Clothing.*** All staff, volunteers, visitors and DOC Contract staff are prohibited from entering the workplace with:
  - 1) Clothing that is excessively worn, damaged or stained, including deliberate damage.
  - 2) Clothing that displays offensive or obscene messages; messages expressing or advocating a political opinion or cause; clothing that advertises a specific product, business or service; or sports team apparel (for example, football or basketball game jerseys).
  - 3) Sweatshirts, sweatpants, or other athletic clothing unless required by position description (i.e., Recreation Specialist).
  - 4) T-shirts worn as outer garments shall not be permitted unless approved by the Warden or designee.
  - 5) Form-fitting or clinging clothing of any type, (i.e., Spandex/Lycra outfits, latex leggings, jeggings, and body stockings).



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- 6) Shorts or cut off pants, or bermuda shorts.
- 7) Sheer or see-through clothing.
- 8) Necklines that plunge or are revealing either in front or back.
- 9) Midriff tops that expose the torso, between the abdomen and the chest.
- 10) Muscle shirts, or fish net woven type tops.
- 11) Tank, halter, or tube tops.
- 12) Off the shoulder sweaters, blouses, or tops.
- 13) Dresses or tops with spaghetti straps.
- 14) Backless and strapless dresses.
- 15) Skirts shorter than two (2) inches above the knee.
- 16) Skirts, dresses and pants with slit more than two (2) inches above the knee.
- 17) Pants or skirts that expose the backside or hind part of the body while sitting and/or standing (i.e., "low riders, hip huggers or low slung").
- 18) Flip flop or slippers.
- 19) No all orange attire.
- 20) Undergarments shall be worn at all times and shall not be visible or protrude from under the clothing.
- 21) Camisoles and tank tops may be worn underneath suit jackets or smocks for non-uniform and medical personnel. The jacket or smock must remain on while on duty.
- 22) Skorts, and culottes.

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- e. *Non-Uniformed Jeans/Business Casual Fridays.* Non-Uniformed staff may wear neat blue jean business attire consistent with this directive. Strict compliance will be enforced by Supervisors, Warden and Staff Entrance OIC. Jean/Business Casual Fridays must comply with the following:
- 1) Jean suit (i.e., jean suit jacket, jean pants, jean skirts, or shirt).
  - 2) If jeans are worn, jeans must be accompanied by a business casual blouse, blazer, or shirt (male).
  - 3) The following is not authorized on Jeans/Business Casual Fridays:
    - a) Strapless dress;
    - b) Jeans or clothing that reveals the mid-section;
    - c) Jeans that have holes or are faded;
    - d) Low riders, hip huggers or low slung jeans;
    - e) See-through clothing;
    - f) Logo t-shirts; and
    - g) Tank tops.
- f. *Exceptions to Prohibited Wear.* Casual clothing may be authorized by the Warden and employee's immediate supervisor when a staff member may be involved in cleaning, boxing records and other special projects, which make the wearing of business attire impractical.
- g. *Outside Official Business.* Uniformed employees who are appearing in court or on outside official business for the department, (i.e. legislature, personnel hearing, etc.) will be dressed in full uniform with long sleeve shirts and tie. Non-uniformed employees will be dressed in professional business attire.
- h. *Body Jewelry*
- 1) While on duty or presenting for a photo ID, on location at a department facility or while dressed in a DOC uniform, employees, contractors, volunteers or interns are prohibited from wearing any object inserted into an exposed body part that has been pierced, except earrings. Examples include the tongue, nose, lips, eyebrow(s), face, and etc. Objects include,

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but are not limited to jewelry, posts, string, and straw or toothpick material.

- i. The wearing of hand lotus is prohibited.
- j. Employees may wear earrings as specifically authorized in this directive.
- k. Any other jewelry that detracts from the overall professionalism, interferes with required Personal Protective Equipment or poses a safety hazard is not permitted. Employees may wear jewelry as specifically authorized in this directive.

*l. Non-Uniform Hair Requirements*

**1) Males**

- a) Neatly trimmed and groomed, appropriate to the particular assignment (i.e., uniform and non-uniform) and consistent with this directive.
- b) Mustache, beards and sideburns are permissible; however, each must be neatly trimmed at all times.

**2) Females**

- a) Hair shall be kept clean, neatly trimmed and groomed, appropriate to the particular assignment (i.e., uniform and non-uniform) and consistent with this directive.
- b) Perfume and body oils shall be used in moderation.

*m. Fingernails*

- a) Fingernails for non-uniformed employees shall not exceed one (1) inch in length from the tip of the finger.

*n. Makeup*

- a) Employees may wear facial and eye makeup that is neatly and moderately applied and appropriate for their particular assignment.

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## CHAPTER 2

### UNIFORMED OFFICERS

#### 1. UNIFORMED OFFICERS – GENERAL REQUIREMENTS

- a. *Regulation Uniform.* All uniformed staff in the Correctional Officer ranks, *regardless* of work locations or job assignments, shall report to work in the official duty uniform.
- b. *Correctional Officers assigned to non-correctional posts.* Uniformed staff assigned to non-correctional posts must first make written requests to wear civilian clothing, addressing it through the chain of command to the Deputy Director.
- c. *Uniformed Officer Attire (Training Academy).* Uniformed personnel shall be in uniform while attending the Training Academy for mandatory in-service training on Monday, Tuesday, Thursday, and Friday. The official uniform (to include protective vest) shall be worn while attending range training (Wednesday).
- d. *DOC Security Officers.* DOC Security Officers shall report to work in the official duty uniform. The official uniform consists of navy blue pants and shirt with red patches on both sleeves bearing the DOC logo.
- e. Correctional Officers shall: Wear the approved duty uniform while performing official duties
  - 1) Wear the approved duty uniform while performing official duties in its entirety. Uniform components shall not be worn separately;
  - 2) Not wear the uniform or any of its components when off duty except when traveling to and from work;
  - 3) Maintain security and accountability of uniforms, including vests, badges, patches, insignia and other controlled/sensitive items.
  - 4) Maintain their uniforms in serviceable condition.

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## 2. **UNIFORM REQUIREMENTS.**

### a. *Uniforms*

- 1) The uniform shall be worn in its entirety. Uniform components shall not be worn separately on or off duty.
- 2) Uniforms shall be clean, well fitted, in good condition, and devoid of stains or patched areas.
- 3) Uniforms shall fit properly, without undue bagginess or tightness in the trousers or shirt.
- 4) All buttons shall be secured, with no bulging of buttonholes.
- 5) Supervisors shall wear white shirts.
- 6) Uniforms shall not be personally altered without prior written authorization.

### b. *Footwear*

- 1) Shoes or boots shall be kept shined, clean, and in good condition.
- 2) Plain black leather tie-up shoes or boots, with rubber soles (slip resistant) and a rounded toe, shall be worn.
- 3) Brand name labels or designer logos shall not be visible on the exterior of the shoe.
- 4) Shoe soles may not exceed three-quarters (3/4) of an inch in thickness and must be black in color.
- 5) Shoes may be of high top design, but the top must be close fitting.
- 6) Steel toe boots are prohibited.
- 7) Athletic or Tennis shoes shall not be worn.
- 8) Buckle or loafer type shoes are not permitted.

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c. *Glasses*

- 1) Uniformed and Specialty Uniformed Personnel shall only wear conventional sunglasses that are conservatively styled and do not have mirrored and/or reflective lenses when outdoors.
- 2) Heavily tinted glasses or sunglasses worn indoors or during hours of darkness are prohibited unless they are specifically prescribed by a physician for indoor wear. Medical documentation for continued wear of tinted glasses shall be updated and submitted to the Shift Commander for file annually.

d. *Body Markings*

- 1) Whenever possible an officer shall cover any body markings/tattoos while in uniform. Markings/tattoos that cannot be covered shall not contain language or characterizations that are derogatory or offensive to any religious, social, economic, political or ethnic group or contain language or pictures that are profane or sexually suggestive.

f. *Fingernails*

- 1) Fingernails shall be neatly trimmed so as to not interfere with the performance of duty, detract from the professional image, or present a safety hazard. Fingernails shall not exceed ½ (one half) inches from the tip of the finger consistent with correctional standards. Fingernail jewelry is prohibited. Only clear, neutral or red tone polishes are permitted. Designs are prohibited.

g. *Shirt*

- 1) The appropriate departmental issued seasonal shirt shall be worn.
- 2) Officers may wear the collar open when wearing the short sleeve uniform shirt.
- 3) The only exposed garment under the shirt shall be a plain white undershirt.
- 4) Short Sleeve shirts shall be worn fully extended without rolls or folds to shorten the original length.

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- 5) Long sleeved winter uniform shirts shall only be worn with the cuffs fully extended and buttoned with a tie. A plain, dark blue or black clip on necktie shall be worn, unless otherwise directed. A tie clasp or tiepin may be worn with the tie.
  - 6) Pregnant uniformed employees may wear the departmental issued maternity attire.
- h. *Trousers*
- 1) Departmental issued navy blue uniform trousers shall be worn.
  - 2) Trouser length shall be approximately one (1) inch above the floor when standing in shoes and from one to two inches above the floor when standing in boots.
  - 3) Uniformed employees may wear the standard departmental issued uniform skirt. Skirt length shall be one (1) to three (3) inches below the knee.
- i. *Socks*
- 1) Bare ankles and patterned stockings are prohibited.
  - 2) Uniformed employees may wear neutral, blue or black seamless stockings, panty hose or knee-highs.
- j. *Jewelry.*
- 1) Staff should refrain from wearing precious or semi-precious stones. The department accepts no responsibility for loss or damage to such personal items.
  - 2) **Earrings.** Uniformed employees shall not wear earring(s) while on duty and in uniform consistent with public safety standards except for one (1) pair of stud or small clip-on-earrings. Hoop or dangling earrings are prohibited.
  - 3) **Rings.** Uniformed staff shall be permitted to wear one (1) ring on each hand. Numerous rings are prohibited. A wedding ring and engagement ring shall be considered one (1) ring.

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- 4) **Necklaces.** Uniformed staff shall be permitted to wear one (1) necklace. Necklaces are not to be exposed or visible.
  - 5) **Bracelets/Wristwatch.** Uniformed staff shall be permitted to wear one (1) bracelet and one (1) wristwatch.
- k. *Hair.* Extreme or fad style haircuts, such as the following are prohibited: Mohawks, designs, or sculptures cut into the hair, decorations, or ducktails. Cornrows, braids, or dreadlocks are permitted as long as they conform to the directives referenced below, are neat in appearance and hygienically maintained. Hair color shall consist of only natural hair colors. Extreme or fad type artificial hair colors (e.g., purple, pink, green, etc.) are prohibited.
- A wig or hairpiece that conforms to grooming standards as outlined in this directive is permitted. Staff shall immediately report a lost or stolen wig or hairpiece.
- I. *HAIR REQUIREMENTS - FEMALE UNIFORMED OFFICERS*
- 1) Hair in the front shall remain above the eyebrow. If hair, due to length, touches the upper shoulders, it shall be worn up. Hair in the back shall not fall below a horizontal line that is level with the lower edge of the back of the collar.
  - 2) Ribbons, beads, or ornaments shall not be worn in the hair. Bobbypins, elastic bands, and/or barrettes are permitted but shall not be conspicuous.
  - 3) Long Hair, Cornrows, braids, or dreadlocks shall be neatly and inconspicuously fastened, pinned or secured to the head presenting a safe and conservative hairstyle that shall not dangle free at any point nor extend beyond the collar.
- m. *HAIR REQUIREMENTS - MALE UNIFORMED OFFICERS*
- 1) Hair on the crown and the sides of the head shall have a neat appearance. It shall be worn at a length that will permit the uniform hat to fit securely on the head. Bulk shall not exceed two (2) inches. (Bulk refers to the distance that the mass of hair protrudes from the scalp.)
  - 2) Hair on the sides of the head may touch the top of the ears, but shall not cover any portion of the outside surface of the ear.



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- 3) Hair on the back of the head shall not extend or fall below the top of the shirt collar at the back of the neck when standing with normal head posture.
- 4) Sideburns shall be neatly trimmed, not extended more than three-quarters (3/4) of inch below the lower edge of the ear, end with a clean shaven horizontal line, and if flared, are no wider than one and one half (1/2) inches at the bottom.
- 5) Long Hair, Cornrows, braids, or dreadlocks shall be neatly and inconspicuously fastened, pinned or secure to the head presenting a safe and conservative hairstyle that shall not dangle free at any point nor extend beyond the collar.
- 6) Personnel may wear facial hair. Well-trimmed facial hair is permissible but shall not be extended more than one quarter (1/4) of an inch. Mustaches cannot exceed below the line of an individual's upper lip. Handlebar mustaches are prohibited.
- 7) Exceptions shall be made for facial hair growth in adherence to a sincere religious belief. Requests for religious exceptions for beards up to one half of an inch (1/2) in length shall be submitted to the Warden for review and approval.
- 8) Staff shall notify their immediate supervisor of intent to grow or remove facial hair and must obtain a new ID card within one (1) week.

n. *PROHIBITIONS*

- 1) Uniformed staff shall be prohibited from wearing the official uniform or any part of the uniform while engaged in the following activities:
  - a) While consuming or purchasing alcohol.
  - b) Entering establishments that offer customers alcoholic beverages, excluding restaurants whose business activities do not primarily involve serving alcoholic beverages to their customers.
  - c) Entering establishments that primarily offer gambling activities to their customer base or while gambling. Examples include casinos and greyhound races.
  - d) Entering establishments that cater to erotic interests.

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- e) Participating in any activities that promote a particular candidate for public office.
  - f) Participating in large public gatherings for entertainment purposes or entering establishments that have large public gatherings for entertainment purposes.
  - g) Establishment which may be considered by members of the public to bring discredit to DOC.
- 2) Uniformed staff shall be prohibited from wearing the official uniform or any part of the uniform while visiting a correctional/detention facility except in an official capacity.
  - 3) While there is no prohibition against employees shopping in supermarkets, grocery stores, food emporiums, drug stores, department stores, discount stores, shopping malls and the like, staff should limit these activities.
  - 4) Prohibited from using uniforms, badges, and/or other issued identification to obtain individual preferential treatment or favors.
  - 5) When in doubt as to the propriety of wearing the uniform to any destination while off-duty, staff should consider changing to civilian clothing beforehand
- o. *Grooming Exceptions*
- 1) An officer may wear religious apparel, articles and jewelry that are not visible or apparent while in uniform unless an accommodation is allowed. "Religious apparel" is defined as articles of clothing worn as part of the observance of the religious faith practiced by the officer.
  - 2) An officer may submit a request for exception to uniform wear and employee attire to accommodate religious practices. Such requests shall be forwarded through the chain of command.

### 3. **INSIGNIA, ACCESSORIES AND ACCOUTERMENTS**

**Organizational and Rank Insignia.** Organizational and rank insignia shall be worn on the uniform by all uniformed employees of the department. Organizational and rank insignia shall be worn on the lapel of the blouse by all uniformed personnel and on the collar of the shirt and

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blouse by all probationary correctional officers. All embroidered insignia will be attached to the uniform and hat by sewing. Insignia which are sewn to the uniform will be sewn in such a manner that the stitching is unobtrusive.

Organizational shoulder insignia, of adopted design, shall be a shield approximately 3 ¾ inches in height and 3 ¼ inches wide with the Department of Corrections agency seal encircled by a silver border, superimposed on a field of blue, and the words "Correctional Officer" in silver letters. Shoulder insignia shall be worn on the outer half of the left sleeve of ½ inch below the top of the shoulder seam.

Rank insignia shall be worn on the shoulder loop of the blouse and overcoat. A miniature metal of corresponding grade shall be worn on the collar of the shirt. Silver insignia shall be worn by non-supervisory uniformed officers. Gold insignia shall be worn by the rank of Sergeant and above.

- a) Rank insignia for Warden shall be two stars gold plated or gold colored, with a smooth surface, one inch in height.
  - b) Rank insignia for Deputy Warden shall be a gold plated or gold in color star, with a smooth surface, one inch in height.
  - c) Rank insignia for Correctional Officer Major shall be a gold plated or gold color metal oak leaf, with irregular surface, one inch in height.
  - d) Rank insignia for Correctional Officer Captain shall be two bars gold plated or gold in color 3/8 inches apart, one inch long, with a smooth surface.
  - e) Rank insignia for Correctional Officer Lieutenant shall be one gold plated or gold in color metal bar, one inch long, with a smooth surface.
4. **Gold Braid Insignia.** The appropriate gold braid insignia shall be worn on both sleeves of the blouse and overcoat. When two or more bands are worn they shall be ½ inch apart.
- a. Gold braid insignia for Warden shall be one (1) inch band and one (1/2) inch band.
  - b. Gold braid insignia for Deputy Warden shall be one (1) inch band.

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- c. Gold braid insignia for Major shall be three (1/2) bands.
  - d. Gold braid insignia for Captains shall be two (1/2) bands.
  - e. Gold braid insignia for Lieutenant shall be on (1/2) band.
5. **Chevron Insignia.** The chevron insignia of grade shall consist of an embroidered and metal insignia. The metal insignia shall be worn on the collar of the shirt. The embroidered insignia shall be worn on both sleeves of the blouse, on the sleeve of the long sleeve shirt in a position similar to that of the blouse.
- a. Chevron insignia for Sergeant shall be three chevrons.
  - b. Chevron insignia for Corporal shall be two chevrons.
  - c. Chevron insignia for Private shall be one chevron.
6. **Whistles.** Sergeants and above shall wear brass whistles. Corporals and below shall wear nickel plated whistles. When worn whistles shall be worn on the right shoulder tab of the blouse.
7. **Buttons.** Sergeants and above shall wear gold plated or gold in color metal buttons shall be worn on the blouse and service cap.
8. **Name Plate/Tag**
- a. The nameplate shall bear the wearer's last name, first initial.
  - b. The nameplate shall be blue with white lettering.
  - c. The name plate shall be worn secured over the right breast pocket, centered and with the bottom edge of the nameplate touching the top edge of the flap of the right breast pocket. The nameplate shall be worn secured and centered to the right side of any approved sweaters.
  - d. Correctional officers are issued blue name tags. Correctional officers may wear a silver colored metal nameplate and Sergeants and above may wear gold colored nameplates. Employees may purchase the metal nameplates at their own expense.
9. **Badge.** May only be worn on the shirt, body armor, sweater, or jacket, the badge shall be worn in the holder provided or pinholes provided, approximately ½ inch above the seam of the pocket flap, over the left breast area.

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- i. The badge for Corporals and below is silver in color.
  - ii. The badge for Sergeants and above is gold in color.
10. **Accessory Pouch.** When worn, the pouch shall be worn on the belt.
11. **Belt.** Two (2") inch black leather with plain gold buckle.
12. **Equipment Belt.** When worn, shall be worn over the trouser belt with sufficient belt holders to keep it in place over the trouser belt. Equipment worn on the belt shall present a neat, uniform appearance.
13. **Body Armor.** Issued to all officers and shall be worn over the uniform shirt.
14. **Gloves.** Black leather, full fingered type gloves. Authorized for outdoor duties during cold weather and for protection during authorized tactical exercises, cell extractions, and searches. Gloves are not authorized for general wear on routine duty.
15. **Handcuffs.** When carried, handcuffs shall be placed in an approved cuff case or carrier worn on the equipment or trouser belt. Only department issued handcuffs are permitted and shall not hang over the equipment or trouser belt.
16. **Cap.** Baseball style, departmental issued with appropriate patch shall be worn with the bill facing forward on the head.
17. **OC Spay with Holster.** The aerosol can shall be in the holster at all times when not in use. The holster will be worn on the equipment or trouser belt. OC shall only be carried by authorized staff.
18. **Tie Bar.** Gold-tone for supervisors, silver tone for correctional officers shall be worn singly and attached between the third and fourth buttons from the top of the shirt.
19. **Bereavement Band.** Shall be departmental issued and shall be worn over the badge when authorized.
20. **UNIFORM ACCOUTERMENTS**
  - a. **Patches.** The Department shoulder patch shall be worn on left sleeves of all uniform shirts and jackets/coats and only those patches specifically identified below may be worn.

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- b. **Medals and Pins.** When authorized, pins awarded for valor, life-saving, meritorious service, length of service, firearms proficiency and Firearms Instructor Certification may be worn on the left shirt pocket flap.

## 21. UTILITY UNIFORM

- a. **Shirts.** Blue uniform shirts shall be worn. The only exposed garment under the shirt shall be a plain white undershirt.
- b. **Trousers.** Blue uniform trousers shall be worn.
- c. **Shoes.** Black work shoes or boots shall be worn. Steel-toed shoes or boots are permitted.
- d. **K-9 Unit**
- a) **K-9 Patch.** Shall be affixed to the right shirt sleeve of all K-9 unit uniforms.
- b) **Utility Uniform.** Departmental blue BDU's may be worn only during training activities. Blousing of the trousers is authorized.
- e. **Tactical Units.** Black two-piece utility BDU's equipped as authorized by the ERT Commander. Blousing of the trousers with combat style boots is authorized.
- f. **Range Instructors.** A red polo shirt with embroidered departmental logo and departmental blue BDU's is authorized for range instructors.
- g. **Training Academy Staff.** A polo shirt with embroidered departmental logo is authorized for instruction assigned to the training academy.

## CHAPTER 3

### EMPLOYEE UNIFORM CLOTHING ISSUE AND REPLACEMENT

#### 1. Employee Uniform Clothing Issue and Replacement.

- a. *Uniform Issuance.* The department shall issue basic uniform items to employees as specified in Article 16 of the Collective Bargaining Agreement.

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- b. *Records.* Records of initial and subsequent uniform issue transactions shall be kept on file in the Clothing Issue Office. Each transaction shall be properly recorded and signed by the appropriate parties.
- c. *Employee Status.* An employee of the DCDC whose status changes from uniform to non-uniform shall return all uniform items issued. The uniform return shall be completed by the employee within one (1) month of the change in duty status.
- d. *Criteria for Uniform Return.* All uniform shirts, vests, badges and ID cards shall be returned to clothing issue upon resignation, retirement, or termination.
- e. *Lost, Stolen or Damage of Uniform.* When issued uniform items have been lost, damaged or stolen it must be reported immediately to the shift supervisor. A DCDC 1 form (Attachment 1) and Report of Loss or Stolen Uniform form (Attachment 2) shall be completed and forwarded to the shift supervisor.
  - 1) The appropriate supervisor will complete, date and sign Section C of the Form Memorandum. The completed and supporting documentation will be forwarded to the chain-of-command, to the Warden for appropriate action.
  - 2) The Warden or designee will date and sign section D of the form (Attachment 2) Memorandum and submit the completed form and any supporting documentation to the Clothing Issue Officer for action.

## CHAPTER 4

### NON-UNIFORMED EMPLOYEES

#### 1. GENERAL

- a. Non-uniformed employees shall dress in a neat, clean, and professional manner that meets the reasonable standards of professional office attire for government employees and is appropriate to the correctional work environment.

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- b. All non-uniformed personnel shall wear professional business attire. Attire should be clean, pressed, and in good repair and in accordance with Chapter 1 section 4(d) of this directive.
- c. Discretion shall be used when attending meetings as a representative of the Department. Employees shall follow the dress standards outlined in this Order for scheduled meetings. Unscheduled meetings may require a change of clothing, if appropriate.

## 2. **NON-UNIFORMED EMPLOYEES.**

- a. Staff shall wear dresses, skirts, and twill dress pants such as dockers or other similar slacks, or dress slacks, suits or pantsuits.
- b. Staff shall wear dress shirts with conventional or bolo ties, blouses, turtlenecks, or sweaters.
- c. Staff shall wear dress jackets, blazers, sport coats, or cardigan sweaters. Sweat suits, leather and athletic jackets are prohibited.
- d. Staff shall wear pumps, dress shoes, dress boots, or plain leather tie-up shoes.
- e. Heel height shall not exceed three (3") inches. Female staff shall wear clothing that is conservative such as dress slacks, pant-suits, dresses, skirts, blouses or sweaters in accordance with Chapter 1 section 4(d) of this directive. Tennis shoes are prohibited.
- f. Staff **who work** in a correctional facility may wear earrings of a type and number that promote a professional image.
- g. Undergarments are to be worn at all times. Undergarments and shall not be visible or otherwise protrude from under clothing except for camisole and t-shirt necklines.



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## CHAPTER 5

### GROOMING AND DRESS COMMITTEE

1. **MEMBERSHIP.** The Director or designee shall assign staff to the Grooming and Dress Committee. The committee may include employees as follows:
  - a. Member – Labor Liaison Officer
  - b. Member - Headquarters Representative
  - c. Member - Correctional Supervisor
  - d. Member - Correctional Officer (female)
  - e. Member - Correctional Officer (male)
  - f. Member - Non-uniformed Representative (female)
  - g. Member - Non-uniformed Representative (male)
  - h. Member - Collective bargaining Representative
  
2. **SCHEDULED MEETINGS.** The committee shall convene annually or as required by the Chairperson to review the grooming requirements.
  
3. **RESPONSIBILITIES.** The committee's responsibilities shall be, but are not limited to:
  - a. Developing specifications for appropriate items of apparel.
  - b. Evaluating items of apparel offered by manufacturers and vendors against the approved specifications.
  - c. Reviewing administrative and field requests for changes.
  - d. Reviewing other issues associated with employee grooming and dress.
  - e. The Committee, after making a determination if the item(s) will be recommended as authorized for use or wear, shall present their finding to the Deputy Director for review, who may provide comments and/or recommendations to the committee chair.

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- f. The committee chair shall provide written recommendations, which shall include any additional comments/recommendation made by the Deputy Director, to the Director for consideration and approval.
- g. The Committee, upon receiving a written approval or denial by the Director for authorized items for use or wear, shall provide written notification of approval or denial to the vendor/manufacturer representative.

**DOC/PM3360.2H/4/21/17**

D.C. DEPARTMENT OF CORRECTIONS  
EMPLOYEE REPORT OF SIGNIFICANT INCIDENT/EXTRAORDINARY OCCURRENCES  
(Type or Print)

**Institution:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Shift :** \_\_\_\_\_ **Post :** \_\_\_\_\_

**Type of Occurrence:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Time of Occurrence:** \_\_\_\_\_

Inmates Involved Name and DCDC	Staff Involved Name and Title	Witness Inmate and/or Staff

**Complete detailed description of incident ( if force was used, include events leading up to the use of force)**

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DCDC-1  
EOR#\_\_\_\_\_

**Actions Taken (In chronological order with times listed)**

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**Descriptions of Weapons, if any. (Include photocopy if possible)**

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**Describe injuries to staff or inmates and medical attention required (if any)**

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**If force was used, describe type, (i.e. physical, chemical agent, baton, etc.)**

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**D.C. DEPARTMENT OF CORRECTIONS  
OFFICE OF PROCUREMENT & PROPERTY MANAGEMENT  
SUPPLY MANAGEMENT OFFICE**

Date: \_\_\_\_\_

**MEMORANDUM**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Report of Loss or Stolen Uniform

**A. DESCRIPTION OF ITEM(S) LOST:**

A. \_\_\_\_\_

C. \_\_\_\_\_

B. \_\_\_\_\_

D. \_\_\_\_\_

**B. CIRCUMSTANCES OF LOSS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

**C. SUPERVISOR'S REQUEST:**

The above item(s) was/were lost due to:

\_\_\_\_\_ No fault of the employee.

\_\_\_\_\_ Negligence by the employee.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

**D. ADMINISTRATOR'S RECOMMENDATION:**

\_\_\_\_\_ Replace at Department's Expense.

\_\_\_\_\_ Replace at employee's expense.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_



**D.C. DEPARTMENT OF CORRECTIONS  
OFFICE OF PROCUREMENT & PROPERTY MANAGEMENT  
SUPPLY MANAGEMENT OFFICE**

**E. CLOTHING ISSUE OFFICER ACTION:** \_\_\_\_\_

The above issue items were replaced on \_\_\_\_\_

Cost of replacement: \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_