



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: A
Section: .0300
Title: **Appearance and
Grooming Regulations**
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POLICY AND PROCEDURE

.0301 GENERAL

Employees of North Carolina Prisons are public servants with protective responsibilities. A high standard of professionalism shall be maintained consistent with safety and security standards and the correctional environment in which employees work. While on duty, employees, to include contractual employees with the exception of independent contractors, shall adhere to the acceptable standards of dress and grooming as set forth within this policy.

Appearance and grooming standards are based on several elements including safety and security, neatness, cleanliness, safety, professional correctional image, and uniformity in appearance and standards. The standards established here are not intended to be overly restrictive nor are they designed to isolate North Carolina Prisons' personnel from society. The limits set forth are reasonable, enforceable, and insure that personal appearance promotes a favorable correctional image.

It is the responsibility of the **Commissioner**, **Assistant Commissioner**, Directors, Region Directors, and **Wardens** to ensure that staff under their supervision are in compliance with the appearance and grooming regulations set forth in this policy.

The difference between men's and women's appearance policies recognizes the difference between the sexes; i.e., side burns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women is not a factor in the assurance of equal opportunity, and would not be in the North Carolina Prisons' best interest. In an effort to recognize the diversified roles for employees of North Carolina Prisons, appearance and grooming standards are arranged in four categories listed below:

- (a) Category I - Uniformed Custody and Food Service Personnel
Uniformed correctional officer, lead correctional officer, sergeant, lieutenant, food service officers I and II and captains, should follow the appearance and grooming standards listed for Category I employees.
- (b) Category II – Non uniformed Administrative/Management
Non-uniformed Administrative/Management staff including **Commissioner**, **Assistant Commissioner**, Directors, Region Directors, Region Operation Managers, **Wardens**, **Deputy Wardens**, **Associate Wardens**, and Regional and Facility Administrative Officers should dress in professional attire which is generally defined as attire that is considered to be appropriate in a conventional, conservative business setting. (i.e. dresses, dress shirts, dress pants, ties and scarves) Men's and women's suits and sport coats may be worn as deemed appropriate based on the setting or event.

When tasks such as audits or inspections are conducted, administrative/management staff may dress in business casual attire or appropriate attire which meets the nature of the assignment.

- (c) Category III- Other Personnel With Direct / Frequent Offender Contact
Non-uniformed custody employees including unit managers, assistant unit managers, food service managers III/IV and non-custody employees including program staff, health care providers, mental health providers, maintenance personnel and other job classes with duties involving direct and frequent contact with offenders should follow the appearance and grooming standards listed for Category II employees.
- (d) Category IV- Non-Uniformed Personnel With Minimal Offender Contact
Non-uniformed employees with minimal offender contact may include but are not limited to facility clerical, fiscal, administrative, and personnel staff, and region/central office staff. Each facility or section head will be responsible for making the final determination regarding employees classified in this category that should follow the appearance and grooming standards for Category IV employees. Whenever the nature of their duties requires Category IV employees to work within the confines of a facility or in direct contact with offenders, Category IV employees are expected to adhere to the same standards on jewelry, clothing, and makeup as Category III employees. Category IV employee should not be required to modify differences between Category II and Category IV employees such as hair length or fingernail length that would require a permanent modification.

Directors, **Wardens** and other North Carolina Prisons' managers who provide management oversight of uniformed and non-uniformed personnel are vested with discretion in matters of grooming and personal appearance regarding the interpretation and application of these established guidelines. As designated by the **Commissioner**, the Executive **Officer** will serve as the contact person who **Wardens** and other North Carolina Prisons managers may contact to help them with the interpretation and application of this policy.

.0302 APPEARANCE STANDARDS

- (a) Category I:
- (1) Correctional line-staff positions at the rank of Captain and below, except where specifically approved by the **Assistant Commissioner**, are required to wear the standard grey uniform shirt of North Carolina Prisons. The uniform trouser for these positions is the black uniform pant.
 - (2) **Grey polo shirts and grey or white uniform shirts will be assigned by rank** for Captains, Lieutenants, Food Service Managers I/II, Sergeants, Lead Correctional Officers, Correctional Officers and Food Service Officers.

- (3) The standard Department of Public Safety patch will be affixed to the left and right shoulders of the approved garment, 1 1/4" from the shoulder seam to the center point of the emblem.
- (4) The insignia for the rank of Food Service Manager I, II, Lieutenant and Captain will be sewn on and may be worn on the collar located at 1 inch from the tip of the collar and in the center of the collar. Chevrons for the Sergeant and Lead Correctional Officers should be placed on the sleeve of the uniform shirt, 1/2 inch below the shoulder patch. Sewn on shield silver color insignia may be worn on the collar of the Double Duty Officer Jacket.
- (5) Uniforms should be clean, pressed and serviceable. The uniform should be worn in its entirety in the performance of duties, and should not be worn for non-duty activities. Examples of non-duty activities include but are not limited to purchasing or consuming alcoholic beverages while in uniform, attending social functions, movies or sporting events; and secondary employment.
- (6) Female officers may wear the uniform skirt as authorized by the facility/section manager.
- (7) Pregnant officers may wear the standard maternity jumper or a maternity pant and maternity shirt provided through Correction Enterprises. Maternity uniform shirts may be worn outside the uniform pants as designed. Shirts and pants may be exchanged for larger sizes as needed during pregnancy.
- (8) Uniform Shirts
 - (A) Uniform staff have the option of wearing long sleeve or short sleeve grey shirts.
 - (B) Ties must be worn when the employee is on assignment in the community (i.e. court, medical trips, etc.).
 - (C) Officers assigned to the Road Squad and litter crews will be exempt from wearing a tie.
 - (D) Uniform sleeves should be worn as manufactured and may not be rolled up or altered in length.
- (9) Visible clothing worn under the grey uniform shirt is limited to solid black (tee shirt or thermal shirt). These items of clothing will not be furnished by the Department but may be purchased at the employee's expense.
- (10) Wearing a cap is an employee option and caps will not be issued to employees unless specifically requested by the employee. The standard uniform headgear

provided upon request by the employee will be the baseball style cap issued through Enterprise. Black Prison toboggans are approved (no bib, bill, tassel, or logo) and are available for order through Correction Enterprises.

- (11) All uniform staff wearing tie pins or tie bars as well as carrying ink pens in their pockets are authorized only to wear silver tie pins and bars and ink pens should only be black in color. No red, blue or any other color capped ink pens should be worn as a part of the uniform.
- (12) A black colored Velcro nametape will be supplied by the facility/section and worn on the right side of the uniform, immediately above the pocket for all grey uniform shirts, with the exception of the grey polo shirt. The nametape should be limited to the employee's last name stitched in shield silver lettering.

The only other authorized pin style insignia that may be worn on the duty uniform will be the North Carolina Criminal Justice Certification pin.

- (13) All uniform belts should be 1 3/4 inches wide, nylon 5.11 black in color with a plastic buckle with no ornaments or logos allowed. The belts are to be ordered through Enterprise.
- (14) Sam Brown style (gear) duty belts are authorized to be worn by uniformed custody staff. The Duty (gear) belt is approved to carry gear such as radios, keys, handcuffs and pepper spray. They should be worn in addition to the uniform belt. Sam Brown duty belts must be black nylon. Duty (Gear) belts may be furnished by the department or may be purchased at the employee's expense.
- (15) Trousers will be hemmed so as to break slightly at the shoes.
- (16) Neither shirts nor trousers shall have sewn increases or pleats, however, military creases may be pressed into shirts.
- (17) Bulky items may not be carried in pockets.
- (18) Staff are to order and wear uniforms of the appropriate sizes. No staff will be allowed to wear baggy or tight fitting uniform clothing.
- (19) Staff are expected to maintain and wear uniforms in good condition. No staff shall wear torn or worn uniforms. Once clothing is in need of replacement, the officer will request replacement uniform(s) from the designated staff at the facility.
- (20) The Department will provide each certified, uniformed employee with a black Double Duty Officer Cruiser style jacket (to be ordered through Central Supply Warehouse). This jacket will have a removable liner and is water-repellent. This will act as the sole jacket approved for wear by a uniformed staff member. No

sweaters may be worn with the uniform. The light windbreaker will no longer be issued for uniformed staff. Non-uniformed staff may not wear the Double Duty Officer jacket.

(b) Category III & IV:

- (1) Employees should dress in a manner that will ensure their personal safety and project a professional, modest, conservative image. While on duty, employees may wear either business casual or professional attire; however, the attire must be appropriate, neat, and compatible with the correctional environment and should not detract from the overall mission of the Agency. Any attire that is of extreme design, revealing in nature, or that conveys messages of a derogatory or offensive nature through language, logos, or symbols is prohibited. Non-certified staff are prohibited from wearing the uniform Double Duty Officer Jacket.
 - (A) Business casual is generally defined as attire that is less formal in appearance than professional attire but that remains appropriate for a conservative office environment.
 - (B) Professional attire is generally defined as attire that is considered to be appropriate in a conventional, conservative business setting. (i.e., men's and women's suits, sport coats, dresses, dress shirts, dress pants, ties, and scarves)
- (2) When an employee is on duty and the employee's job requires appearance in a court of law, representing the Agency in an official capacity, or attending official functions, the employee is expected to wear appropriate professional attire unless an exception is granted by the employee's supervisor. A factor in determining the requirement for business casual attire in lieu of professional attire may be based on the normal attire of the customer, business, or agency involved in the meeting.
- (3) Examples of acceptable apparel for employees to wear at work include dress slacks/skirts to include khaki style slacks/skirts, a dress shirt/blouse, polo style shirts, turtlenecks, suits, (types include pant, skirt and dress) dresses, etc. Skirts/dresses may be no shorter than the top of the kneecap and slacks should be mid-calf or full length. Shirrtails shall normally be tucked in unless designed to be worn otherwise. Spaghetti strap camisoles or tank tops must be worn under a shirt, sweater, or jacket. Ties are optional and the shirt collar may be worn opened. Only the top button may be unbuttoned.
- (4) Examples of unacceptable apparel for employees to wear at work are any style/color of jeans, overalls, leggings, shorts, muscle shirts, t-shirts, sweat/wind suits, military type clothing (except as authorized in section .0303), skirts/dresses shorter than the top of the kneecap or slacks that are not at least mid-calf length. Slacks, dresses, sweaters, and blouses should not be form-fitting or revealing. Spaghetti straps or backless garments, tube tops, halter tops, midriff tops, sheer or

see-through clothing, and torn, ripped or dirty clothing are prohibited. Any exception to the above referenced guidelines for special duties or events except as authorized by this policy, require prior authorization of the facility/section manager.

(5) Health Care Providers:

- (A) North Carolina Prisons employees including contractual health care providers who provide hands-on direct patient care should wear authorized uniforms.
- (B) Employees who do not have direct patient care with the exception of medical records clerks are not authorized to wear the Health Care uniform. Medical records clerks may wear the standard medium blue scrub suits issued to health care providers but must purchase these scrub suits from the DPS Central Supply Warehouse.

(6) Maintenance Personnel:

- (A) All maintenance staff including managers and trades supervisors not including administrative support staff, should comply with the standards for Category III: Other Personnel with Direct/Frequent Offender Contact.
- (B) All maintenance trades personnel and supervisors with the exception of personnel classified as facility maintenance managers, facility maintenance supervisors, and electronic/telecommunications support group supervisors, shall be issued maintenance uniforms. The maintenance uniform will consist of a khaki pant, navy blue polo shirt, and leather belt.
- (C) While maintenance personnel are involved with work on a routine basis that is likely to soil the uniform, it is expected that the maintenance uniform will be neat and clean at the start of each work day. The uniform should be worn in its entirety in the performance of duties, and should not be worn for non-duty activities. Examples of non-duty activities include but are not limited to purchasing or consuming alcoholic beverages; attending social functions, movies or sporting events; and secondary employment.
- (D) Wearing a cap is an employee option and caps will not be issued to an employee unless specifically requested by the employee. The standard uniform headgear upon request by the employee will be the baseball style cap issued through Enterprise with closed top. Toboggans are approved (no bib, bill, tassel, or logo). This item of headgear will be furnished by the department. An approved hard hat will be worn when required by the nature of the work or work site.

(E) All personnel assigned maintenance duties will wear safety shoes while working or on duty.

(c) Authorized Footwear

- (1) Category I - Authorized footwear should be the 5.11 A.T.A.C. black boots of leather and nylon composition. All boots must present a polished appearance. When boots or oxford shoes are worn, only plain black socks are permitted. If white socks must be worn for purposes of foot hygiene, they should be worn under the black socks. (Refer to DPS Fiscal Policy for shoe purchasing and replacement guidelines.) Females wearing the skirt may wear a plain black toe shoe of oxford type. These shoes will not be provided by the Department.
- (2) Category II, III, IV - Shoes must present an image of professional business attire appropriate for working in a correctional environment and not create any safety / security concerns. Tennis shoes, sandals, and thongs are prohibited. Exceptions may be granted for female employees to wear dress sandals as long they do not create any safety / security concerns, and for health care staff and recreation staff to wear athletic shoes as a part of their standard uniform.

(d) Jewelry

Conservative jewelry is authorized for all personnel and shall be limited so as not to detract from the work environment or the official/professional presentation of the employee and should not present a safety hazard. Jewelry may be worn within the following guidelines:

(1) Rings:

- (A) Category I, III - No more than one ring may be worn on each hand except that a combination engagement and wedding band may be worn by female employees. Rings may not be worn on thumbs. Rings which restrict the wearing of gloves, shooting of firearms, have sharp projections which snag or cut, or otherwise create an undue hazard may not be worn while on duty.
- (B) Category II, IV - Conservative jewelry should be limited so as not to detract from the work environment or the official/professional presentation of the employee and should not present a safety hazard.

(2) Necklaces/Bracelets/Watches:

- (A) Category I - Necklaces and chains, whether worn by males or females, are to be concealed while on duty. Necklaces and chains of sufficient strength, which may choke the employee, should not be worn while on duty. One wrist watch and a conservative style medical alert identification

necklace or bracelet will be considered acceptable jewelry. Ankle bracelets may not be worn while in uniform. No other visible body rings or jewelry except as allowed by this policy are permitted to be worn while on duty.

- (B) Category III - Necklaces and chains, whether worn by males or females, will be limited to one visible necklace and one visible bracelet. Necklaces and chains of sufficient strength, which may choke the employee, should not be worn while on duty. One wrist watch and a conservative style medical alert identification necklace or bracelet will be considered acceptable jewelry. Ankle bracelets may not be worn while on duty. No other visible body rings or jewelry except as allowed by this policy are permitted to be worn while on duty.
- (C) Category II, IV - Conservative jewelry should be limited so as not to detract from the work environment or the official/professional presentation of the employee and should not present a safety hazard.

(3) Earrings:

- (A) Category I, III - Female employees may wear one pair of simple clip-on or stud type earrings, one centered on each earlobe. For safety purposes no hoop, dangling or oversized earrings may be worn. Earrings that detract from the professional appearance should not be worn. Male employees are not permitted to wear any form of earring while on duty.
- (B) Category II, IV - Earrings for female employees will constitute the only visible body piercing ornaments allowed. Male employees are not permitted to wear any form of earring while on duty.

(4) Body Piercing:

- (A) All Categories: - [Body piercing jewelry] Other than earrings as listed in Section .0302 (3) above, which is visible while on duty and/or in uniform is prohibited.

(e) Tattoos

Tattoos should be reasonable in nature and not detract from the correctional appearance. The following tattoos are not authorized.

- (1) Any signs or symbols of apparent membership in a Security Threat Group as evidenced by tattoos or other signs or symbols of membership in groups that advocate violence against any ethnic, racial or religious group or which reasonably appears likely to provoke or to precipitate a violent confrontation are prohibited and may result in disciplinary action up to and including dismissal.

- (2) Facility/section heads may require employees who exhibit visible tattoos that are offensive, violent, Security Threat Group related or which reasonably appear likely to provoke or to precipitate a violent confrontation to wear long sleeve uniform shirts or to appropriately cover the tattoo(s).

.0303 GROOMING STANDARDS

- (a) To enhance public respect and recognition, all employees shall strive to keep a neat, well-groomed, professional appearance while on duty. Attention to personal hygiene is a requisite when on duty.

(1) Hair:

Hair for both male and female will be clean, neatly trimmed, and present a professional image. All employees' hair must be of a natural color (i.e., blond, black, brown, red, or gray) and not such that would diminish the professional uniform appearance. Fluorescent or unnatural dyed hair colors (i.e., purple, green, orange, etc.) are not permitted. Hairstyles that may be considered "fads" or "special hairstyles" or "designs" are prohibited. Wigs and hairpieces may be worn for cosmetic reasons or to cover natural baldness or physical disfigurement. Wigs, hairpieces, or weaves shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in this policy.

(A) Category I

Males: The hair length for the sides may cover a small portion of the top of the ears. The hair should not fall over the ears when it is combed. The hair length for the back may touch the top edge of the collar. The hair length for the front may touch the eyebrows, but should not be visible while the hat is worn. No "rat tails", ponytails, Mohawks, racing stripes, sidewalls, braided, plaited or carved figures/initials are allowed. Hairstyles must not hinder the correct wearing of the hat. Hats are to be worn straight up and will not be tipped forward, backward, or to either side. Hats may not be worn backwards or sideways.

Females: Hairstyles must be worn in a neat, conservative and professional appearance at all times. Short to mid length hair may be worn and with no restrictions on the hair falling below the collar. However, if long hair is preferred, the hair should be worn up and secured so as not to interfere with wearing of the hat or present a security or safety concern. Hair may be worn with "bangs", but they should not be visible while the hat is worn. Hair may be braided or plaited if the style presents a neat conservative and professional appearance. Hair clasps, barrettes or fasteners may be worn but must correspond with hair color and must not be conspicuous. Hairnets (exception granted for food service personnel), ribbons, beads, and non-functional hair ornaments may not be worn. Spray on substances

(other than hair spray), colors and glitter are prohibited. Hairstyles must not hinder the correct wearing of the hat if worn. Hats are to be worn straight up and will not be tipped forward, backward, or to either side. Hats may not be worn backwards or sideways.

(B) Category III:

Males: The hair length for the sides may cover a small portion of the top of the ears. The hair should not fall over the ears when it is combed. The hair length for the back may touch the top edge of the collar. The hair length for the front may touch the eyebrows. No "rat tails", ponytails, Mohawks, racing stripes, sidewalls, braided, plaited or carved figures/initials are permitted.

Females: Hairstyles must be worn in a neat, conservative and professional appearance at all times. Hair may be braided or plaited if the style presents a neat conservative and professional appearance. Hair clasps, barrettes or fasteners may be worn. Hairnets (exception granted for food service personnel), ribbons, beads, and non-functional hair ornaments may not be worn. Spray on substances (other than hair spray), colors and glitter are prohibited.

(C) Category II, IV - Must be neat, clean, groomed and present a professional image for working in a correctional environment. For males, no "rat tails", Mohawks, racing stripes, sidewalls, or carved figures/initials will be permitted.

(2) Facial Hair:

(A) All Categories - Beards, goatees, and sideburns may be no more than 1/2" in length and should be neatly trimmed and groomed. Mustaches, by themselves, may not extend beyond the corner of the mouth or upper lip line on the ends. Handlebar mustaches are not authorized. Managers may require clean shaven appearance based on certain duty assignments requiring the use of personal protective equipment such as Scott Air Packs, or other personal protective equipment in compliance with standards and proper facial fit test for the equipment that they are expected to use.

(3) Fingernails:

(A) Category I - Fingernails should be clean, trimmed and may not extend more than 1/4 inch beyond the tips of the finger. Fingernail polish, if worn, should be clear, translucent pastels, or beiges which are conservative. Ornaments, and "stick-on's" are prohibited. Only one color of polish may be worn at a time.

- (B) Category III - Fingernails should be clean, trimmed and may not extend more than 1/4 inch beyond the tips of the finger. Ornaments, or "stick-on's" are prohibited. Only one color of polish may be worn at a time.
- (C) Category II, IV - Must present a professional appearance that does not take away from the professional appearance of correctional personnel.
- (4) Cosmetic Makeup:
 - (A) Category I - If worn, makeup must be conservative both in appearance and application so as to be consistent with the uniform concept. Makeup should blend in with the natural color of the skin.
 - (B) Category III - If worn, make up must be conservative both in appearance and application and appropriate for the correctional environment.
 - (C) Category II, IV - Makeup shall be limited so as not to detract from the work environment or the official/professional presentation of the employee.
- (5) Colognes and Perfumes:
 - (A) Colognes and perfumes - Are discouraged as tending to agreeable allergies or migraines, colognes and perfume must be used in moderation.

.0304 STANDARD ISSUE

- (a) North Carolina Prisons Legend. The following should be utilized by Correctional Facilities to determine location of purchase for specific uniform items:

Code	Meaning
CE	Purchased through DPS Enterprises
OV	Outside Vendor Purchase /Not available through DPS Enterprise
WH	Purchased through Central Warehouse – Regular Stock

- (b) Standard Issue. Standard issue for approved uniforms within North Carolina Prisons. Is as follows:
 - (1) Correctional Officers, Lead Correctional Officers, Correctional Sergeants, Correctional Lieutenants, Correctional Captains, Road Squad, Bus Transportation, Litter Crew, Food Service Officers, and Food Service Managers I/II.
 - (A) 3 Black -Officer Trouser pants (WH)
 - (B) 3 LS Grey Uniform Shirts with shoulder patches (WH)
 - (C) 3 SS Grey Uniform or **Polo** Officer shirts with patches

- (D) 1 Double Duty Officer Jacket (WH)
- (E) 1 5.11 Black A.T.A.C. Boots
- (F) 1 Belt 1 ¾"– Black 5.11 (CE)
- (G) 1 Glove Pouch (WH)
- (H) 1 Baseball style Correctional Cap (employee option) (CE)
- (I) 1 Foul Weather Toboggan (employee option based on assignment) (CE)
- (J) 2 Velcro Nametape – DPS provided (CE)
- (K) 1 Raincoat (as needed based on assignment) (WH)

(2) K-9 Handlers – All

The K-9 Subdued Patch will be sewn on by the K-9 Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DPS badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 3 BDU Bottoms – Digital Camouflage (CE)
- (B) 3 BDU Tops – Digital Camouflage (CE)
- (C) 5 Black Short Sleeve Polo Shirts, DPS Badge and screen printed with **K-9 Officer** (OV)
- (D) 5 Black Long Sleeve Sweatshirts, DPS Badge and screen printed with **K-9 Officer** (OV)
- (E) 1 Raincoat (WH)
- (F) 1 Foul Weather Toboggan Cap (WH)
- (G) 2 5.11 Coyote (Tan) A.T.A.C. Boots 8-inch waterproof (WH)
- (H) 1 Baseball style Cap – Regular cap (OV)
- (I) 10 Shoulder Patches (OV)
- (J) 5 Cloth Name Tapes (OV)
- (K) 5 Cloth Badges (OV)
- (L) 1 Nylon 5.11 Black 1 ¾" Duty Belt (OV)
- (M) 3 OD Green 5.11 Pants

Subject to availability of funds

(3) Prison Emergency Response Team (PERT)

The PERT Subdued Patch will be sewn on by the PERT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DPS badge patch will be sewn vertically above the center of the left jacket pocket allowing 1-inch spacing.

- (A) 3 BDU Bottoms – Digital Camouflage (CE)
- (B) 3 BDU Tops – Digital Camouflage (CE)

- (C) 3 Khaki Short Sleeve Tee Shirts, DPS Badge and screen printed with **PRISON EMERGENCY RESPONSE TEAM** (OV)
- (D) 1 Black PT Shorts (OV)
- (E) 1 Black Sweat Suit (OV)
- (F) 1 Rain Coat (WH)
- (G) 1 Long Underwear (OV)
- (H) 1 Foul Weather Toboggan (OV)
- (I) 1 5.11 Black A.T.A.C. Boots (WH)
- (J) 1 Nylon Black 1 ¾" 5.11 Duty Belt (CE)
- (K) 1 Baseball Style Cap – Black with subdued badge (OV)
- (L) 6 Shoulder Patches (OV)
- (M) 3 Cloth Name Tapes (OV)
- (N) 3 Cloth Badges (OV)

Subject to availability of funds

(4) Special Operations Response Team (SORT)

The SORT Subdued Patch will be sewn on by the SORT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DPS badge patch will be sewn vertically above the center of the left jacket pocket allowing 1-inch spacing.

- (A) 3 BDU Bottoms – Digital Camouflage (CE)
- (B) 3 BDU Tops – Digital Camouflage (CE)
- (C) 1 Sage Green Nomex Flight Suit (OV)
- (D) 1 Baseball Style Cap – Digital with Approved Lettering (OV)
- (E) 1 “Boonie” Hat – Digital Camouflage (OV)
- (F) 1 Tan/Brown Merrell Tactical Shoe 5.11
- (G) 3 Black Short Sleeve Tee Shirts, DPS Badge and screen printed with **SPECIAL OPERATIONS RESPONSE TEAM** (OV)
- (H) 2 Khaki Short Sleeve Tee Shirts, DPS Badge and screen printed with **SPECIAL OPERATIONS RESPONSE TEAM** (OV)
- (I) 1 Black Long Sleeve Tee Shirt, DPS Badge and screen printed with **SPECIAL OPERATIONS RESPONSE TEAM** (OV)
- (J) 1 Black Sweat Suit (OV)
- (K) 1 Black PT Shorts (OV)
- (L) 1 Nylon Black 1 ¾" Duty Belt (OV)
- (M) 1 5.11 Aggressor Parka Sage Green (OV)
- (N) 4 Cloth Name Tapes (OV)
- (O) 4 SORT Tapes (OV)
- (P) 4 Cloth Badges (OV)
- (Q) 8 Shoulder Patches (OV)
- (R) 2 pair OD Green 5.11 pants
- (S) 2 black short sleeve polos with DPS Badge

Subject to availability of funds

(5) Hostage Negotiation Team

The HNT Subdued Patch will be sewn on by the HNT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DPS badge patch will be sewn vertically above the center of the left jacket pocket allowing 1-inch spacing.

- (A) 2 Wine Color Short Sleeve Polo Shirts, (DPS Badge Embroidery) **PRISONS** writing over top of badge and **HOSTAGE NEGOTIATION TEAM** writing under badge. (OV)
 - (B) 2 **Khaki** Trouser Pants (CE)
 - (C) 1 Baseball style Cap (with approved lettering HNT) (OV)
 - (D) 1 Foul Weather Jacket (~~WH~~) (OV)
 - (E) 1 Raincoat (WH)
 - (F) 1 Nylon Belt 1 ¾" – Black with Plastic Buckle (CE)
 - (G) 1 5.11 Black A.T.A.C. Boots
 - (H) 1 Thermal Underwear (OV)
- Subject to availability of funds*

(6) Special Operations Target Interdiction Team (Sniper)

The SOTIT Subdued Patch will be sewn on by the SOTIT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DPS badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 2 BDU Bottoms – Digital Camouflage (CE)
 - (B) 2 BDU Tops – Digital Camouflage (CE)
 - (C) 2 Brown Short Sleeve Tee Shirts, DPS Badge and screen printed with **SPECIAL OPERATIONS TARGET INTERDICTION TEAM** (OV)
 - (D) 1 Raincoat (WH)
 - (E) 1 Long Underwear (OV)
 - (F) 1 Foul Weather Cap – M65 Digital Camouflage (OV)
 - (G) 1 5.11 Coyote A.T.A.C. Boots (OV)
 - (H) 1 Digital Camouflage “Boonie” Hat (OV)
 - (I) 4 Should Patches (OV)
 - (J) 2 Cloth Name Tapes (OV)
 - (K) 2 Cloth Badges (OV)
 - (L) 1 Belt 1 ¾" - Black with Plastic Buckle (CE)
- Subject to availability of funds*

(7) Honor Guard

- (A) 1 Stratton Hat (OV)
- (B) 1 Dress Blouse Coat (OV)
- (C) 2 Dress Pants (OV)
- (D) 1 Military Style Belt With Buckle (Gold in Color) (OV)
- (E) 1 Bates Low Quarter Shoes (OV)
- (F) 1 London Fog Trench Coat (OV)
- (G) 2 Velcro Name Tags (OV)
- (H) 1 Pair - Shoulder Boards (OV)
- (I) 1 Shoulder Cord – Gold (OV)
- (J) 1 Neck Tie – Black (WH)
- (K) 1 Tie Bar (OV)
- (L) 2 White Shirts - Short Sleeve (OV)
- (M) 2 White Shirts - Long Sleeve (OV)
- (N) 12 DPS Honor Guard Patches - Black & Gold (OV)
- (O) 1 DPS Coat Badge (WH)
- (P) 1 DPS Cap Badge (WH)
- (Q) 1 Pair White Gloves (Replaced as Needed) (OV)

(8) Health Care staff

- (A) Health Care staff, other than Dental Care, shall be authorized to receive:
 - (i) 6 - medium blue scrub suits or optional medium blue scrub jumpers. (WH)
 - (ii) 2 - white lab coats, or two (2) medium blue jackets. *A combination of one (1) white lab coat and one (1) medium blue jacket is authorized, if requested by the employee.* (WH)
 - (iii) 1 - light-weight jacket or heavy coat worn by custody staff (WH)
- (B) Dental Care employees shall be authorized to receive:
 - (i) 10 - medium blue scrub suits (WH)
 - (ii) 2 - white lab coats, or two (2) medium blue jackets. *A combination on one (1) white lab coat and one (1) medium blue jacket is authorized, if requested by the employee. Authorization may be granted to have spare scrub suits on site for changing contaminated scrub suits as necessary.* (WH)
 - (iii) 1 - light-weight jacket or heavy coat worn by custody staff (WH)
- (C) Shoes: (Refer to DPS Fiscal Policy .4009 for purchasing and replacement guidelines.)

- (D) Name Tag with credentials title – (required by North Carolina General Statutes)
- (9) Maintenance Staff are authorized to receive:
- (A) 5 Maintenance Pants – Khaki (CE)
 - (B) 10 Maintenance Shirt – Navy polo (employee option on sleeve length)
 - (C) 1 Maintenance Jacket – Navy Cruiser Coat
 - (D) 1 Belt 1 ¾” – Black Leather with Brass Buckle (CE)
 - (E) 2 Navy Baseball style Correctional Caps (one closed top) (CE)
 - (F) 1 Safety Shoes (or cash reimbursement not to exceed allowance)
 - (G) 2 Coveralls (as needed for specified work, 1 lightweight and 1 insulated)
 - (H) 1 Raincoat (WH)
- (10) Recreation Staff (Full Time Recreation Duties) are authorized to receive:
- (A) 4 Khaki Trousers (CE)
 - (B) 8 White Short Sleeve Polo Shirts (DPS Logo Embroidery) NC PRISONS writing over top of logo and RECREATION writing under logo. (CE)
 - (C) 1 Athletic Shoes (OV)
Partial issue for part-time recreation staff
- (11) DOP Instructors (Firearms & General) are authorized to receive:
- (A) 2 Khaki (CE)
 - (B) 1 Baseball style Correctional Cap (CE)
 - (C) 2 Red Short Sleeve Polo Shirts (DPS Logo Embroidery) NC PRISONS writing over top of logo and INSTRUCTOR writing under logo. (CE)
 - (D) 1 5.11 Black A.T.A.C. Boots (OV)
 - (E) 1 Athletic Shoes (OV)
Subject to availability of funds
- (12) Housekeeping Staff (where applicable) are authorized to receive:
- (A) 6 Scrub Suits w/ DOP Shoulder Patch (Navy) (OV)
 - (B) 1 Shoes (Safety) (OV)
- (13) Drug Interdiction Team is authorized to receive:
- (A) 1 Black Baseball style Cap (CE)
 - (B) 2 Khaki Trousers (CE)

- (C) 1 Grey Short Sleeve Polo Shirts (DPS Badge Embroidery) **NC PRISONS** writing over top of badge and **DRUG INTERDICTION TEAM** writing under badge (CE)
- (D) 1 Grey Long Sleeve Sweatshirt (DPS Badge Screen Print) (OV)
Subject to availability of funds

(14) State Emergency Response Team (SERT) is authorized to receive:

- (A) 2 Royal Blue Short Sleeve Polo (DPS Logo Embroidery) **NC PRISONS** writing over top of logo and **SERT** writing under logo. (CE)
- (B) 2 **Khaki** Trouser Pants (CE)
- (C) 1 5.11 Coyote A.T.A.C. Boots (OV)
- (D) 1 Nylon Khaki Belt (Blackhawk or 5.11) (OV)

(15) Facility Intelligence Officers are authorized to receive:

- (A) 4 Black (officer) Trouser Pants (CE)
- (B) 5 Grey Short Sleeve Polo Shirts (DPS Badge Embroidery) **NC PRISONS** writing over top of badge and **FACILITY INTELLIGENCE OFFICER** writing under badge. (CE)
Subject to availability of funds

(16) Personal Polo purchases from DPS Enterprise

- (A) Staff may personally purchase any of the five available colors: white, red, navy, royal and/or grey from DPS Enterprise
- (B) Shirts for personal use may be purchased only with State Seal Embroidery logo.
- (C) North Carolina Prisons staff may not personally purchase any items offered by DPS Enterprises with the DPS Badge or DPS logo.
- (C) Personally purchased items with state seal may not be worn to work as part of the employee’s official work attire or uniform without approval of the facility head.

(17) Breakdown of Polo Shirts worn by North Carolina Prisons personnel:

GROUP	LOGO	POLO COLOR	WRITING	LETTER SIZE
All Canine Officers	DPS Badge Left Chest	Black – OV	NCDPS PRISONS K-9 OFFICER – GOLD	¼ inch

Facility Intelligence Officers	DPS Badge Left Chest	Grey – CE	NCDPS PRISONS FACILITY INTELLIGENCE OFFICER – GOLD	¼ inch
Drug Interdiction Team	DPS Badge Left Chest	Grey – CE	NCDPS PRISONS DRUG INTERDICTION TEAM – GOLD	¼ inch
Hostage Negotiation Team	DPS Badge Left Chest	Wine – OV	NCDPS PRISONS HOSTAGE NEGOTIATION TEAM – GOLD	¼ inch
SORT	DPS Badge Left Chest	Black	SPECIAL OPERATIONS RESPONSE TEAM	¼ inches
SERT	DPS Logo Left Chest	Navy – CE	SERT – WHITE	1 inch
Instructors	DPS Logo Left Chest	Red - CE	INSTRUCTOR – GOLD	½ inch
Recreation	DPS Logo Left Chest	White – CE	RECREATION – GOLD	½ inch
Personal Purchase	State Seal	Any Color	Any Lettering – Any color	N/A

DPS LOGO

2 ¾ inches height
2 ¾ inches width

DPS BADGE

3 ¾ inches height
2 ½ inches width

STATE SEAL

2 ¾ inches height
2 ¾ inches width



Commissioner of Prisons

September 28, 2020
Date