



Illinois Department of Corrections

Administrative Directive

Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022
-----------------------------	-----------------------------	--------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	03.02.110 effective 10/1/2020

Authority: 730 ILCS 5/3-2-2; 20 IAC 120	Related ACA Standards:
Referenced Policies: 01.02.104, 03.02.111	Referenced Forms:

I. POLICY

The Department shall ensure each employee is appropriately dressed while on duty.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines for a dress code that reflects an appearance that is commensurate with respective positions within the Department.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. All employees shall comply with Department grooming standards in accordance with Administrative Directive 03.02.111.
2. All employees shall wear or carry their identification card in accordance with Administrative Directive 01.02.104. If a lanyard is utilized to display the identification card, the lanyard must be black or blue with a breakaway neck clip. Uniformed staff who either are wearing a nameplate or have their name embroidered on their outermost garment shall not be required to wear their identification card but would be required to maintain it on their person.
3. All State issued uniforms and property shall be returned to the Department upon termination of institutional or Departmental service.
4. The Department shall issue uniforms to:
 - a. Security staff in correctional facilities;

	Illinois Department of Corrections Administrative Directive	Page 2 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

- b. Members of the Special Operations Response Team (SORT);
 - c. Food Services staff not covered by outside vendor contract;
 - d. Training Academy Instructors and designated supervisors; and
 - e. Training Academy cadets.
5. The Department may issue uniforms to Firearms Range Instructors and Maintenance, Supply and Farm staff in correctional facilities.
 6. Employees who receive uniforms shall wear the uniform items issued or accessory items approved by the Department.
 7. Staff participating in the delivery of health care and having contact with individuals in custody within a correctional facility shall:
 - a. Be properly attired in the prescribed uniform for their classification. Scrubs may be worn as an alternative to the prescribed uniform.
 - b. Wear nameplates immediately above the top seam area of the right breast pocket of the employees' shirt. Pins such as LPN, RN, etc. may be worn on the uniform.
 - c. Adhere to the uniform specification, as applicable, in Paragraph II.G.
- NOTE:** Health Care Unit Administrators shall not be required to wear uniforms.
8. Contractual Security Officers for General Office and the Training Academy shall be properly attired in the contractual company's uniform that has been approved by the Department.
 9. The Director shall establish uniform guidelines for use during court, funerals, color guard duty or other non-work related events where the Department's official security uniforms will be on display.

F. Requirements

1. At the beginning of each shift, supervisors shall inspect their staff to ensure adherence to the provisions of this directive.
2. Non-uniformed employees shall dress professionally in attire that is considered to be appropriate for their respective assignments.
3. Visible body ornamentation, excluding earrings, such as rings or studs in the nose, eyebrow or lip shall be prohibited while on duty. Staff having regular ongoing direct contact with individuals in custody or releasees shall be permitted to wear only stud earrings.
4. Employees who are issued uniforms shall wear those uniforms in accordance with this directive.
5. The Department shall furnish all required uniform items except shoes, stockings, socks and gloves.
 - a. Correctional Officer Trainees, Correctional Treatment Officer Trainees, Training Academy Instructors and designated supervisors shall be fitted for and receive their uniforms at the Training Academy.
 - b. Other uniformed staff shall be fitted for and receive their uniforms at the employing facility.

	Illinois Department of Corrections Administrative Directive	Page 3 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

- c. Fittings shall be conducted by Corrections Supply Supervisors.
6. The employing facility or Training Academy, as applicable:
- a. Shall arrange for issued uniform trousers, shirts, jacket and hood to be cleaned at no expense to staff. However, cadets shall wash their uniform while attending training at the Training Academy.
 - (1) Pick-up and delivery of uniforms shall be at the employing facility or the Training Academy, as applicable.
 - (2) The turnaround time for cleaning of uniforms shall be reasonable.

NOTE: To maintain quality of the uniform, uniforms shall be cared for and cleaned in accordance with the manufacturer's specifications.
 - b. May issue foul weather gear, such as raincoat, jumpsuit, thermal coveralls, boots or overcoats to staff as needed on a day-to-day basis.
 - (1) Coats shall be black.
 - (2) Thermal coveralls shall be black.
 - c. Shall issue uniforms and gear to tactical team members.
7. All uniforms shall be neat, clean and in good condition.
8. The Chief Administrative Officer of each facility and the Manager of Staff Development and Training shall establish and maintain a procedure for exchanging uniform items that are no longer in good condition. This procedure shall be communicated to staff who are issued uniforms.
9. All uniform shirts, excluding security maternity uniform shirts and smocks or scrubs worn by health care staff, shall be neatly tucked into the waistband of the uniform trouser.
10. All buttons on the uniform shirt, except the top button, shall be fastened.
11. The rolling of uniform items such as shirt sleeves, except on the Battle Dress Uniform (BDU) field shirts, and uniform trousers cuffs shall be prohibited.

G. General Uniform

1. Uniformed employees may wear:
- a. A wristwatch;

NOTE: Smart watches with cell phone and texting capabilities shall be prohibited.
 - b. Two rings, engagement and wedding rings worn together as one ring shall count as one ring;
 - c. One black or blue lanyard with breakaway neck clip;
 - d. One POW or MIA bracelet, one Medical Alert Bracelet and one other bracelet; and
 - e. One Medical Alert indicator necklace, one religious medallion necklace and one other necklace (all necklaces shall be worn inside the shirt).

	Illinois Department of Corrections Administrative Directive	Page 4 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

2. The wearing of jewelry or ornamentation that is not specifically authorized by this directive to be worn with the uniform shall be prohibited while on duty. However, the Department may, upon the request of AFSCME Council 31, permit special pins to be temporarily worn with the uniform.

3. Uniforms shall be decorated as follows:
 - a. Shift Supervisors, Lieutenants and Food Supervisors shall wear the department's badge centered above the left breast pocket of the security uniform shirt or sweater. The badge shall be a physical badge or an embroidered badge on the uniform shirt or sweater. If an outer garment is worn, a second badge shall be centered above the left breast pocket.

 - b. The Department's insignia patch shall be worn three inches below the upper part of the left sleeve of the outer garment.

 - c. Shift Supervisors, Lieutenants and Food Supervisors shall wear nameplates immediately above the top seam area of the right breast pocket of the employee's shirt or that same area on the employee's sweater and, if applicable, on the pocket flap of the jacket. These shall be physical nameplates or stitched on nameplates according to rank. The nameplates for:
 - (1) Shift Supervisors shall be gold in color with black print.
 - (2) Lieutenants and Food Supervisors shall be silver in color with black print.

 - d. Rank insignia for Sergeants and Lieutenants shall be worn on the left and right sides of the shirt's collar or jacket's epaulet. These shall be stitched on insignia emblems or silver or black rank insignia pins. Rank insignia or collar brass for shift supervisors shall be worn on the left and right sides of the shirt's collar or jacket's epaulet.
 - (1) Shift Supervisors shall wear physical gold toned oak leaves or have oak leaves stitched onto the shirt or jacket as outlined in Paragraph II.G.3.d.
 - (2) Staff Development Trainers shall wear a silver toned "IDOC" insignia.
 - (3) Lieutenants shall wear stitched on single bars or silver or black rank insignia pins.
 - (4) Sergeants shall wear stitched on chevrons or silver or black rank insignia pins.

 - e. For Shift Supervisors and Lieutenants, service ornamentation may be worn on the shirt right pocket flap.
 - (1) The service ornamentation shall be a black bar with stars in gold or silver respective to the rank as identified in Paragraph II.G.3.d.
 - (2) Each star shall represent five years of service. Each bar may have up to six stars.

4. The Director shall authorize items that may be worn with uniforms. Authorized uniform accessory items such as the following may be purchased through the Employees' Commissary or Benefit Fund, or at outside sources provided that the items meet the specifications set by the Department. The specifications for authorized accessory items may be obtained through the Employees' Commissary or Benefit Fund.
 - a. Black Commando V-Neck Acrylic Wool Sweaters;

	Illinois Department of Corrections Administrative Directive	Page 5 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

- b. Plain black duty belt;
- c. Fur black trooper winter hats, black stocking caps, black gloves and black scarves;
- d. Black or blue identification card lanyard;
- e. Black windbreaker jacket;
- f. Black mock neck dickie with or without "IDOC" lettering, color appropriate to rank;
- g. Black, silver or gold key safe;
- h. Black shoes; and
- i. Black socks.

H. Uniforms for Correctional Facilities, excluding Transitional Security

1. The Department shall issue the following required uniform items:
 - a. Three pair of blue BDU style trousers.
 - b. Short-sleeved shirts.
 - (1) Shift Supervisors and Lieutenants shall be issued three standard white uniform short-sleeve shirts with a blue epaulet on the shoulders and pocket flaps.
 - (2) All other security staff shall be issued five tan polo shirts.

NOTE: All other security staff shall also be issued Class A-Official Dress, to include one blue uniform shirt and name tag to be worn only when designated by the Director or designee.
 - (3) Tactical staff will be issued two blue BDU style shirts. These shirts will be stored in the designated Facility Tactical area and will be worn during tactical activations.
 - c. One black belt.
 - d. One black multi-seasonal jacket.
 - e. Pouch with latex or non-latex alternative gloves and disposable CPR mask.
2. Footwear shall be as follows and shall be purchased and worn by the employee.
 - a. Staff shall wear black low-heeled shoes or boots.

NOTE: Shoes and boots may be purchased anywhere as long as they meet these specifications.
 - b. Staff shall wear black stockings or socks when stockings or socks are visible. Any color stocking or socks may be worn if stockings or socks are not visible.
3. Employees may purchase and wear plain black, navy blue or white t-shirts under the uniform shirt.

	Illinois Department of Corrections Administrative Directive	Page 6 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

NOTE: Uniforms shall be decorated in accordance with Paragraph II.G.3.

I. Uniforms for Impact Programs

1. The Department shall issue the following required uniform items:

- a. Three pair of blue BDU style trousers.
- b. Short-sleeved shirts.
 - (1) Shift Supervisors and Lieutenants shall be issued three standard white uniform short-sleeve shirts with a blue epaulet on the shoulders and pocket flaps.
 - (2) All other security staff shall be issued five tan polo shirts.

NOTE: All other security staff shall also be issued Class A-Official Dress, to include one blue uniform shirt and name tag to be worn only when designated by the Director or designee.
 - (3) Tactical staff will be issued two blue BDU style shirts. These shirts will be stored in the designated Facility Tactical area and will be worn during tactical activations.
- c. One black belt.
- d. One black multi-seasonal jacket.
- e. Pouch with latex or non-latex alternative gloves and disposable CPR mask.
- f. One black t-shirt.
- g. One pair of black shorts.

NOTE: Superintendents shall wear professional attire as required in Paragraph II.F.2.

2. Footwear shall be as follows and shall be purchased and worn by the employee.

- a. Staff shall wear black low-heeled shoes or boots.

NOTE: Shoes and boots may be purchased anywhere as long as they meet these specifications. For staff convenience, shoes shall also be available at or through the Employees' Commissary or Benefit Fund.
- b. Staff shall wear black stockings or socks when stockings or socks are visible. Any color stocking or socks may be worn if stockings or socks are not visible.

3. Employees may purchase and wear plain black, navy blue or white t-shirts under the uniform shirt.

NOTE: Uniforms shall be decorated in accordance with Paragraph II.G.3.

J. Uniforms for SORT

1. Uniforms for Tactical Response Team Members

- a. The Department shall issue the following required uniform items:

	Illinois Department of Corrections Administrative Directive	Page 7 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

- (1) Five pairs of OD Green tactical trousers;
- (2) One OD Green multi-season, multi-layer parka;
- (3) One black rigger belt;
- (4) Three black polo shirts; and
- (5) Two OD Green combat style shirts.

b. Uniforms shall be decorated in the following manner:

- (1) Black polos shall be embroidered with Department badge on the left breast and the wearer's first initial and last name on the right breast.
- (2) Green combat style shirts shall be worn with the IDOC SORT patch on the left upper sleeve and Reversed American Flag on the right upper sleeve.

c. The following clothing items may be worn by TRT Members for training and operational purposes at the discretion of the Commander of Special Operations:

- (1) Cold, hot and wet weather clothing not issued by the Department.
- (2) Civilian clothing.
- (3) Camouflage clothing appropriate for the operational environment.

2. Uniforms for Institutional Tactical Units

a. The Department shall issue the following required uniform items:

- (1) Three pairs of navy blue BDU style tactical pants.
- (2) Three BDU style 2-pocket blouse.

b. Blouses shall be decorated in the following manner:

- (1) The blouse shall be embroidered with the Department badge on the left breast.
- (2) A Velcro nametape with wearer's last name shall be placed on the right breast just above the pocket.

c. The Department's insignia patch shall be worn three inches below the upper part of the left sleeve.

K. Uniforms for Food Service Operations Not Provided by Outside Vendor Contract

1. The Department shall issue the following required uniform items:

- a. Three pairs of white trousers;
- b. Three short-sleeved standard white uniform shirts with a blue epaulet on the shoulders and pocket flaps;
- c. One black belt;

	Illinois Department of Corrections Administrative Directive	Page 8 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

- d. One black multi-seasonal jacket; and
- e. Pouch with latex or non-latex alternative gloves and disposable CPR mask.
- 2. Upon request of an employee, the Department shall issue:
 - a. One standard white baseball style cap.
 - b. One standard white jacket for participating in food preparation or handling.
- 3. Footwear shall be as follows and shall be purchased and worn by the employee.
 - a. Staff shall wear black low-heeled shoes or boots.

NOTE: Shoes may be purchased anywhere as long as they meet these specifications.
 - b. Staff shall wear black stockings or socks when stockings or socks are visible. Any color stocking or socks may be worn if stockings or socks are not visible.
- 4. Employees may purchase and wear plain white or black t-shirts to be worn under the uniform shirt.
- 5. White aprons and hair coverings such as hairnets, hats or surgical style bonnets shall be available for use by employees in the Food Service area.
- 6. Food service employees shall wear a white jacket or apron:
 - a. In preparation or service areas when preparing or handling items for consumption.
 - b. During direct service work periods.

NOTE: Uniforms shall be decorated in accordance with Paragraph II.G.3.

L. Uniforms for Staff Development and Training

- 1. Training Academy Instructors and designated supervisors shall be issued:
 - a. Three pairs of black BDU trousers;
 - b. One black multi-season jacket;
 - c. One black belt;
 - d. Two silver gray tactical button down, 2-pocket shirts, to be worn tucked in;
 - e. Three silver gray polo shirts;
 - f. One pair military boots; and
 - g. Three blue or black instructor t-shirts.
- 2. Staff shall purchase and wear black stockings or socks when stockings or socks are visible. Any color stockings or socks may be worn if stockings or socks are not visible.
- 3. Staff may purchase and wear plain black t-shirts under their uniform shirts.

	Illinois Department of Corrections Administrative Directive	Page 9 of 9
Number: 03.02.110	Title: Dress Code	Effective: 11/1/2022

4. The Manager of Staff Development and Training shall develop and maintain a written dress code for cadets attending training. Cadets shall include Correctional Officer Trainees, Correctional Treatment Officer Trainees and other staff designated by the Manager of Staff Development and Training.

NOTE: Uniforms shall be decorated in accordance with Paragraph II.G.3.

M. Uniforms for Firearms Range Instructors, Maintenance, Supply and Farm Staff in Correctional Facilities

1. The Chief Administrative Officer or Superintendent of Correctional Industries may issue:
 - a. Three pair of khaki or brown trousers;
 - b. Five short-sleeved khaki or brown shirts;
 - c. One black belt; and
 - d. One black multi-seasonal jacket. A beige, khaki or light brown Carhartt style coat may be issued in lieu of the black multi-season jacket.

NOTE: Unless otherwise approved by the Chief Administrative Officer, Firearms Range Instructors shall only wear khaki uniforms during Firearms Training. Firearms Range Instructor patches shall only be affixed to the khaki uniforms.

2. Upon request of an employee, the Department shall issue a khaki or brown baseball style cap.
3. Appropriate footwear shall be purchased and worn by the employee.
4. Employees may purchase and wear plain white t-shirts to be worn under the uniform shirt.

NOTE: Uniforms shall be decorated in accordance with Paragraph II.G.3.
