


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to NH RSA 21-H:8 (III) Internal Practices and Procedures	CHAPTER <u>1200 Personnel and Training</u> STATEMENT NUMBER <u>1220</u>
SUBJECT: <b>CORRECTIONAL OFFICER UNIFORMS</b>  PROPONENT: <u>Christopher Kench, Director</u> <i>Name/Title</i> <u>Commissioner's Office 271-8016</u> <i>Division Phone #</i>	EFFECTIVE DATE <u>09/11/2019</u>  REVIEW DATE <u>09/11/2020</u>  SUPERSEDES PPD# <u>NEW</u>  DATED <u>09/30/2018</u>
ISSUING OFFICER:  <u>Helen E. Hanks, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: _____ YES: _____ NO: _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**  
To provide guidance to all uniformed staff in the proper wearing, use, general appearance criteria and maintenance of the correctional officers' uniform.
- (b) **APPLICABILITY:**  
To all NH Department of Corrections' uniformed staff.
- (c) **POLICY:**  
It is the policy of the NH Department of Corrections that:
- (1) The uniforms and all uniform accessories issued to corrections officers in the NH Department of Corrections shall be worn in such a manner as to foster respect and confidence from residents, staff and members of the public. Each officer shall wear a clean, well-pressed uniform with the appropriate accouterments in accordance with this policy at all times while on department property or performing duties for the department in the community. The uniform shall be well fitting and neat with the prescribed equipment, patches, insignia, and badges for the appropriate individual officer. Footwear shall be clean and polished.
  - (2) There shall be two types of uniforms issued to correctional officers; the "duty" or basic uniform and the dress uniform.
    - a. The duty uniform issue shall be:
    - b. 5 short-sleeve embroidered polo shirts;
    - c. 5 plain navy blue t-shirts;
    - d. 5 Tactical Duty Uniform (TDU) trousers;
    - e. 1 uniform jacket with: two DOC shoulder patches and a set of rank insignia;
    - f. 1 uniform ¼ zip sweatshirt with embroidered rank, name and badge;
    - g. 1 metal badge (for wearing with jacket);
    - h. 1 name tag (for wearing with the jacket);

- h. 1 name tag (for wearing with the jacket);
  - i. 1 black belt with buckle;
  - j. 1 protective glove pouch;
  - k. 1 pair hinged handcuffs with case and cuff key;
  - l. 1 radio holster;
  - m. 1 winter uniform cap;
  - n. 1 numbered key assignment chit;
  - o. 1 ball cap; and
- (3) Correctional officer trainees may not be issued the full complement of uniform articles. However, upon successful completion of the corrections academy, correctional officers shall be issued all duty uniform items that had not been previously issued.
- (4) The dress uniform issue shall be:
- a. 1 long-sleeved shirt with two DOC shoulder patches;
  - b. 1 dress pants (1-inch sliver stripe for correctional officers, corporals and sergeants, 1-inch gold stripe for lieutenants and above);
  - c. 1 eight point hat (Sgt. and above);
  - d. 1 hat badge;
  - e. 1 metal shirt badge;
  - f. 1 metal set of rank insignia (1-inch);
  - g. 1 black tie;
  - h. 1 tie clip male/female specific;
  - i. 1 length of service device; and
  - j. 1 elastic mourning band.
- (5) An allowance for DOC approved footwear shall be provided each fiscal year.
- (6) It is the responsibility of each officer to ensure that all issued state property is maintained in serviceable condition. When an item of issued clothing or equipment becomes worn out or otherwise unserviceable the item shall be exchanged on an item for item basis by the warehouse manager or directly from the uniform shop. It is the responsibility of the individual officer to make appropriate arrangements for item exchanges. Upon promotion or demotion, officers shall contact the warehouse manager to exchange the old rank insignia for appropriate new rank insignia. Occasionally, used uniform items shall be issued as replacement.
- (7) The warehouse manager shall maintain an inventory of all equipment accessories issued to each officer.
- (8) Uniform staff shall wear the prescribed uniform at all times while on duty. This includes detached duty away from the facility, such as training, funerals, etc.
- (9) Neither full uniforms nor any items of the uniform are to be worn for non-duty purposes except that the prescribed full uniform may be worn while in direct transit between place of duty and residence.
- (10) Special uniforms shall be provided and worn by officers on special teams, while on special assignment duties with approval from the commissioner.
- Special Uniforms are:
- a. Honor Guard:
    - Full Honor Guard Uniform.
  - b. SERT (Training and actual response only – budget permitting):
    - 1. Black windbreaker (NHSP on back and SERT down the sleeve);
    - 2. Black t-shirt;
    - 3. Two pair of black TDU top and trouser;
    - 4. Black ball cap;
    - 5. Black gloves; and
    - 6. Uniform footwear;
  - c. Training staff:
    - 1. Navy polo shirt

- 2. Tan trouser
- d. K9 Unit
  - 1. Navy polo Shirt
  - 2. Tan trouser
- e. Firearms instructors (On range only – budget permitting):
  - 1. Red t-shirt;
  - 2. Red sweatshirt;
  - 3. Navy TDU trouser; and
  - 4. Uniform footwear.
- f. Defensive tactics instructors
  - 1. Navy t-shirt
  - 2. Navy TDU trouser
- g. Correctional officers assigned to public work crews:
  - 1. Navy polo shirt; and
  - 2. Navy TDU shorts (July and August only).
  - 3. Navy TDU trousers

Note: Correctional officers assigned public work crew functions shall have immediate access to the regular correctional officer uniform and be in full compliance with grooming standards at all times.

(11) Grooming standards for uniform staff are defined below:

- a. HAIR shall be clean, neatly trimmed or styled, combed and worn in such a fashion as to permit the wearing of the uniform cap (when applicable) in the regulation manner as defined in the uniform regulations. Hair shall be worn so that it does not show on the forehead when the cap is worn.
- b. FINGERNAILS shall not extend more than one-quarter inch beyond the end of the finger. Nail polish must be clear or neutral in color.
- c. FACIAL HAIR shall be permitted as follows:
  - 1. Any authorized facial hair as described below shall not exceed one inch in length;
  - 2. The wearing of authorized facial hair shall not interfere with the performance of assigned duties.
  - 3. Staff shall obtain a new staff photo ID within one month of the completion of growing or shaving authorized facial hair;
  - 4. Authorized facial hair is defined as:
    - (i) A moustache that does not protrude below the top of the upper lip or past the corner of the mouth on the side;
    - (ii) A full-face beard;
    - (iii) A goatee with or without a moustache;
    - (iv) Chin curtain; and
    - (v) Soul patch.
  - 5. Variations of the above (e.g., handlebar moustache, mutton chops, graphics or lettering and other similar styles) are not authorized.

(d) PROCEDURE

(1) NON-UNIFORM STAFF

Sworn officers such as probation and parole officers and investigators that work in a facility in a uniform staff position shall purchase uniforms using the allotted clothing allowance. The Polo shall be navy in color and embroidered with a (3" x 2 ¼") silver badge ½ inch rank and ½ inch name in the Ariel font. The rank will appear near the name as PPO or Inv. No rank will appear on the badge. Chief PPOs and Chief Investigators will have the gold badge, name and rank. All other articles will be in compliance with this policy.

(2) POLO SHIRTS UNIFORM STAFF

Staff will be issued uniform polo shirts. These will meet specific standards of appearance

as follows:

- a. The Polo shall be made of 6.6 ounce snag-proof 100% polyester, double needle stitching throughout, tag-free label, flat knit collar, 3-button placket with matching buttons, mic clips at center placket and shoulder, raglan sleeves, reinforced dual pen pocket on left sleeve, side vents. (CornerStone® Tactical Polo CS-410 or equivalent).
  - b. CO, Cpl. and Sgt. polo shirts shall be navy in color and embroidered with a (3" X 2 ¼"), silver badge ½ inch rank and ½ inch name in the Ariel font. The rank will appear near the name as CO, Cpl. or Sgt. No rank will appear on the badge.
  - c. Lt., Capt. and Major polo shirts shall be navy in color and embroidered with a (3" x 2 ¼") gold badge ½ inch rank and ½ inch name in the Ariel font. The rank near the name shall appear as: Lt., Capt., or Major. No rank will appear on the badge.
  - d. Special team membership shall be displayed on the left sleeve (same side as the rank and name) with a ½ inch Ariel Font and in the order as follows:
    1. K9
    2. FTO
    3. SERT
    4. HONOR GUARD
  - e. A 1 inch X 1 ½ inch "Blackout" American flag shall be embroidered ¼ inch above and centered to the rank and name.
  - f. The polo shirt shall be free of any other graphics.
  - g. Polo shirts shall be in serviceable condition and size appropriate.
  - h. T-shirts (if worn under the polo shirt) shall be navy in color.
  - i. Previously purchased personal uniform polo shirts shall be grandfathered for the life of the garment and may not be worn off-duty except in transit.
- (3) **TDUs:** Only the approved Tactical Duty Uniform (TDU) trousers shall be authorized for wear. Trousers shall be clean, pressed and well fitting with no extremes in leg lengths and maintained in serviceable condition through repair of rips and tears with appropriate colored mending materials. Trousers shall be worn so that they hang outside of the footwear. There shall be no blousing of the pant legs inside or outside of the boots.
- (3) **¼ Zip SWEATSHIRTS:**  
Uniform staff shall be issued the ¼ zip sweatshirt for use during cooler weather. These shall meet specific standards of appearance as follows:
- a. The ¼ zip sweatshirt shall be Navy in color and be made of 9 ounce, 65/35 ring spun combed cotton/poly fleece with twill-taped neck and 2 X 2 rib knit cuffs and waistband (Sport-Tek ST 253 or equivalent).
  - b. These shall include the authorized DOC badge style logo embroidered on the left front of the shirt and the rank and last name of the officer on the right in ½ inch Ariel font.
  - c. No unit designations or additional graphics shall be permitted.
- (4) **BELTS:** The issued belt or a standard 2-inch black belt shall be authorized for wear. The belt shall be maintained in a manner that retains the original surface finish and gloss utilizing black leather dye and polish. Sculpted leather belts such as the "Sam Brown" style of belt shall not be permitted. Nylon duty belts may be worn as outlined in section (M) of this policy, but will not be provided by the department unless the department deems that it is prudent to the needs of the position.
- (5) **BUCKLES:** Only the issued buckle shall be authorized for wear. The buckle shall be kept free of dirt and stains.
- (6) **HANDCUFF CASE:** Standard issue handcuff case (with handcuffs) shall be attached to the uniform belt by means of the case belt loop. The case shall be worn on the left or right rear hips at the discretion of the wearer. The case shall be maintained in a manner that retains the original surface finish and gloss utilizing black dye and polish.
- (7) **SOCKS:** Black or navy blue socks only shall be authorized for wear with shoes. If boots are worn other color socks may be worn provided they are not visible during normal

activities.

- (8) **SHOES/BOOTS:** Attachment 1 Pg. 4 of 4 is a graphic depiction of the types of footwear that are approved. Only shoes or boots that meet the following criteria shall be authorized for wear with the uniform:
- Entire exterior of shoe or boot except bottoms of heels and soles shall be black.
  - Plain round toe - except as noted in the attachment. Plain black laces, if lace style footwear.
  - Plain sides - except as noted in the attachment.
  - No visible trademarks or logo.
  - Plain tongues - no tassels, etc.
  - Must be secured on the foot by means of laces or zippers.
  - No metal cleats on heels or soles.
  - Issued or approved cold /inclement weather footwear may be substituted at the discretion of and with the approval of the warden.
- (9) **BALL CAPS**  
Staff shall be issued ball caps for use outdoors and at the range.
- (10) **JACKETS**  
The issued jacket is authorized for wear with uniforms during inclement/cold weather conditions. Jackets will be maintained in serviceable condition and dry cleaning shall be provided annually by the department. Issued or approved cold/inclement weather outerwear may be substituted at the discretion of and with the specific approval of the commissioner/designee.
- (11) **DRESS UNIFORM**  
The dress uniform consists of a long sleeve french blue shirt, tie and 8-point hat (Sergeants and above) and shall only be worn at special events such as academy graduation; promotion boards, funerals and other events as directed and as follows:
- The issued tie and tie clip shall always be worn with the long sleeve shirt.
  - The shirt sleeves shall be worn fully down and buttoned.
  - All shirt buttons shall be buttoned and nothing shall be carried in the shirt pockets that cause them to bulge.
  - No items shall be carried in the pockets that protrude from the pocket except writing instruments that shall be carried in the space provided in the left breast pocket.
  - The issued blue t-shirt shall be worn as an undergarment with the dress shirt.
  - Even though the wearing of the long sleeved shirt and tie is rare, staff shall maintain the ability to report in this uniform as instructed by the appropriate authority and within 24 hours.
- (12) **8-POINT HATS**  
Officers holding the rank of lieutenant and above shall be issued blue hats with a gold bullion braid and "scrambled eggs" on the visor. Sergeants shall be issued a standard blue hat. They will wear this hat with the dress uniform. Corporals and officers will be issued a standard blue eight-point hat as the budget permits, or may purchase their own hat if so desired.
- (13) **UNIFORM ACCESSORIES DRESS UNIFORM**  
The following describes and defines the placement of accessories authorized and mandated for wear with the dress uniform:
- Name Plate:** All uniformed staff shall wear an issued name plate while in uniform. The name plate shall be attached to the shirt or jacket with the pin and clutch fasteners provided. It shall be worn centered on the left breast shirt or jacket pocket (opposite badge side) with the bottom edge of the plate parallel to the horizontal line of the pocket flap. The bottom edge of the plate shall be positioned so that it touches the top edge of the pocket flap.
  - Length of Service Device:** The length of service device for uniformed staff is a

five-point star that shall be issued for each five years of completed service with the department. Awards subsequent to the first five years of service shall consist of two or more stars, as appropriate, connected together by a bar. Multiple single stars shall not be worn in any configuration. The length of service device shall be worn centered on the right breast pocket flap of the shirt and jacket, parallel to the horizontal line of the flap. The single point of the star(s) shall point up (Attachment 1).

- c. Badge: The badge shall be worn on the shirt and jacket. The rank of the individual shall be stated on the badge for Sergeants and above. Non-issued / personal badges are not permitted.
  - d. Personal Award Pins: Personal awards consist of devices issued by the department for acts of heroism and exceptionally meritorious service. Only issued devices shall be worn on the uniform on the left breast pocket. The department will provide cloth personal awards for use with the dress shirt. Personal award pins shall be worn left to right and up and down in the following priority:
    1. Medal of Honor;
    2. Life Saving;
    3. Line of Duty;
    4. Team Commendation; and
    5. Honorable Service;
  - e. Cloth medals shall be augmented with a star where an officer is awarded the same medal more than once. No more than 3 stars shall be added to a medal. Instances of more than three times shall be issued an additional medal.
  - f. Team Membership Pins: shall be worn on the shirt right breast pocket while the staff is a member of the team, and in the following order:
    1. Honor Guard;
    2. Special Emergency Response Team;
    3. Field Training Officer; and
    4. Union Steward.
  - g. Personal Awards and Team Membership Pins: shall be worn in a rectangular fashion where possible and a triangular fashion where not (Attachment 1).
  - h. Union Steward Pin: shall be worn on the right breast pocket centered on and under the name plate and length of service device (where applicable).
  - i. Tie Clip: The issued tie clip shall be worn attached by its fastener to the tie that is a component of the long sleeve uniform. The clip shall be worn so that the top edge is perpendicular to the tie and aligned diagonally with the bottom of the shirt pocket.
  - j. DOC Shoulder Patch: The DOC shoulder patch shall be worn on both sleeves of the uniform jacket. The patch shall be sewn in an upright position, one-half inch down from the shoulder seam and centered on the epaulet. Correctional officer, corporal and sergeant shoulder patches shall be accented with silver thread while lieutenant and above shoulder patches shall be accented with gold thread.
  - k. Rank Insignia:
    1. Sergeant and below rank insignia shall be centered on the collar tabs with the point of the chevron up with the point and center of chevron dissecting an imaginary line projected to the center of the point of the collar tab.
    2. Lieutenant and captain shall wear their rank insignia on the uniform shirt centered on each collar tab with the long axis parallel to and three-quarters of an inch in from the leading edge of the collar.
    3. Major rank insignia shall be worn as depicted in attachment 1.
- (14) Jewelry: Necklaces, chains, etc. that are visible when worn are not permitted. Rings may be worn but is limited to one ring that is not elaborately ornate on each hand. It is strongly recommended that rings which are worn are not of great real or sentimental value. Wristwatches may be worn but should not be elaborately ornate nor of great real

or sentimental value. Earrings will be limited to single stud in each ear or ½ inch or less closed loop. Any type of jewelry or adornment not designated above as being authorized is not authorized for wear with the uniform if the article is visible when worn.

(15) Class "A" Uniform

The department will permit the individual purchase of a class "A" uniform jacket to be worn at special functions as noted above. Class "A" uniforms must conform to the following:

- a. The jacket must be single breasted in full length and in LAPD navy blue with the following and in the appropriate color.
  1. Patches on each shoulder;
  2. Shoulder pin rank for Lieutenant and above;
  3. Sewn on rank for sergeant and corporal;
  4. Sleeve length of service - 1 hash mark for each five years of service;
  5. Nameplate; and
  6. Badge; and
  7. Buttons; (Gold / Silver)
- b. Once the purchase of a class "A" jacket is confirmed the department shall provide (a) through (e) above. All other accouterments are the responsibility of the employee.
- c. The department shall provide enamel personal award(s) and enamel team membership pin(s) for the jacket where applicable, and which shall be worn pursuant to 13(d) and 13(e) above.
- d. Jackets may be male or female in style.

(16) Lost, Misplaced Or Damaged Uniform Articles:

Uniforms, accessories and equipment lost, misplaced or damaged through negligence shall be replaced at the expense of the individual.

(17) Misuse of the uniform

Misuse of the uniform, its components or other department of corrections identification in order to use law enforcement status for personal gain is prohibited, and may be unlawful.

(18) Personal Uniform Purchases

- a. If individual officers choose to do so, they may purchase items which can be substituted for issued items if the purchased items are of the same material, color, configuration and appearance as that of the issued items and authorized by this PPD.
- b. Long sleeve polo shirts are permitted for personal purchase.
- c. All individually owned clothing, accessories, etc. worn on duty are done so at the risk of the owner.
- d. Patches and badges remain the property of the State and must be surrendered upon separation from service, except patches and badges issued for a class "A" uniforms.

(19) Personal Equipment:

Uniform staff shall be permitted to utilize the following personal equipment:

- a. Body armor – Stab resistant and ballistic vests shall be the same color and meet the same standards as NH DOC issued equipment.
- b. Nylon duty belt (Black) with a plain black plastic/polymer buckle – minimum of 2" wide, not to exceed 2-1/4 inches. Duty belts shall be secured to an inner/trouser belt by a minimum of four nylon belt keepers or a velcro fastening inner belt system.

Acceptable brands are:

1. Uncle Mikes Ultra Nylon Duty Belt;
2. Bianchi Accumold Nylon Duty Belt; or
3. Blackhawk Duty Gear Belt.

- c. Authorized belt accessories are:
1. Closed top handcuff case;
  2. Closed top OC spray holder;
  3. Glove case;
  4. Key holders;
  5. Flashlight holder;
  6. Radio holder;
  7. Holsters; and
  8. Baton holders.

Authorized belt accessories shall be correctly and securely fastened to the belt system. All authorized belt accessories shall be made of the same material (Nylon only) and maintain the same general appearance as the duty belt.

(20) Personal Weapons

Firearms, firearm magazines, impact weapons (batons), and handcuffs that are not issued by the department are not authorized for wear or use while on duty.

(21) Issued Articles

All issued uniform articles including sew-on badges and patches issued for use on personally purchased uniform shirts remain the property of the State of New Hampshire and must be surrendered to the appropriate warehouse manager upon separation from service. Failing to surrender state property once separated from service may be treated as a criminal offense (unlawful possession).

(22) Uniform Review Committee:

The commissioner shall appoint a committee made up of a warden, director, two union representatives (from each uniform staff union) and the warehouse manager or designee. The committee shall meet annually, if needed to review this policy and/or any recommendations that have been made by staff. The committee shall submit their evaluation and recommendations to the commissioner for approval. The commissioner shall respond to the request within 60 days.

- (23) Implementation: The new style uniform shall be implemented through attrition. Staff may continue to wear the french blue uniform shirt until the shirt becomes unserviceable at which time it will be replaced with the polo shirt. The french blue short sleeve shirt shall be completely phased out by 1/1/2021.

REFERENCES:

**Collective Bargaining Agreements**

KENCH/lb