

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
350**

**DEPARTMENT GROOMING AND DRESS STANDARDS**

**Supersedes:** AR 350 (Temporary, 08/01/11); (Temporary, 04/25/12); 12/17/13;  
(Temporary, 07/20/17); 08/30/17; (Temporary, 06/18/18)  
**Effective date:** 08/02/18, Temporary

**AUTHORITY:** NRS 209.131; 613.350; 608.165

**PURPOSE**

To establish standards, specifics, and appropriate dress code to ensure the identification of correctional staff in order to promote staff, public and inmate safety. It is the policy of the Nevada Department of Corrections (NDOC) to ensure that all employees portray the most favorable image of law enforcement. Such an image should reflect the highest professional standards and be consistent with public expectations of a disciplined organization which demonstrates confidence and trust.

**RESPONSIBILITY**

The Director is responsible for the establishment of regulations.

The Deputy Directors are responsible for the implementation of grooming and dress standards for their respective divisions.

Supervisors are responsible to ensure compliance with grooming and dress standards.

All uniformed and non-uniform staff shall be responsible to understand, follow, and apply the NDOC Grooming and Dress Standards while employed at the NDOC. If placed on administrative leave, extended leave, on suspension or at the request of Human Resources, employee shall return badge, identification badge, and any other uniform dress as requested by Human Resources until such time that employee returns to work.

**350.01 GROOMING STANDARDS**

- 1. Hair requirements for "Uniformed" staff:**
  - A. Hair shall be styled in a fashion which shall not impair vision or create a safety- hazard in the work area.
  - B. Hair shall not be styled or combed forward any lower on the forehead than the eyebrow, measured from the high point of the eyebrow, and shall not be visible on the forehead when the uniform hat is worn.

- C. Hair style shall not impede, restrict, or detract from the proper wearing of the uniform hat.
- D. Employee's hair shall be cut or styled so as *to not extend* below the top of the shirt collar while sitting or standing in an erect position and *shall not cover any part of the outside portion of the ear*. Employee's hair shall be cut or styled so as *to not extend* below the top of the shirt collar while sitting or standing in an erect position and *shall not cover any part of the outside portion of the ear*. Employee's hair shall not extend below the bottom of the collar. If the hair is long, it shall be worn up in a neat style to conform to this regulation. No decorations in the hair are permitted and hair clips and/or pins shall closely match the color of the hair. No free hanging hair shall be visible. Employees may wear braids, cornrows or dreadlocks as long as the braided style lies snugly on the head and any holding device comply with the standards in this regulation. Styles that are lopsided or distinctly unbalanced are prohibited. Widely spaced individual hanging locks and other extreme styles that protrude from the head are prohibited. All styles require the proper wearing of the uniform hat. If the hat cannot be worn properly, the hair style is not permitted.
- E. Hair style and color shall not distract from the uniform. Shaved designs (designs cut into the hair) that are visible are prohibited, to include designs or row cutting. Designs do not include curls or braids that meet the standards in this regulation.
- F. Hair shall not exceed two (2) inches above the top of the head.
- G. Hair shall not be worn in any eccentric style such as Mohawk, Ducktail, or coloring that is unnatural to human hair colors.
- H. Wigs and hairpieces must conform to hair requirements stated in this regulation.
- I. Hair shall not be styled in any fashion, which hinders wearing the approved uniform hat in its original and historical prescribed manner.
- J. Ponytails are not authorized for uniformed staff.

**2. Hair Requirements for "Non-Uniformed" Staff.**

- A. Hair shall be styled in a fashion which shall not impair vision or create a safety hazard in the work area.
- B. Hair shall not be styled or combed forward any lower on the forehead than the eyebrow, measured from the high point of the eyebrow. Hair shall be clean, and well-groomed.

- C. Shaved designs that are visible are prohibited, to include designs or row cutting. Designs do not include curls or braids.
  - D. Hair shall not be worn in any eccentric style such as Mohawk, Ducktail, or coloring that is unnatural to human hair colors.
  - E. Wigs and hairpieces must conform to hair requirements stated in this regulation.
  - F. Ponytails are not authorized for non-uniformed staff inside a secure facility or institution.
3. **Facial Hair:** Neatly trimmed sideburns and/or mustaches are permitted as followed:
- A. Sideburns shall not extend below the bottom of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1½ inches.
  - B. Sideburns shall be of an even width and will not be flared.
  - C. Mustaches shall not extend more than ½ inch below the corners of the mouth, nor below the border of the upper lip, or extend more than ¾ inch above the corner of the mouth. Waxed ends or points shall not be allowed.
  - D. Beards and/or goatees are allowed. They will be kept neatly trimmed to no longer than one (1) inch in length. However, should safety equipment be part of the assigned post position, employee must be able to properly utilize said equipment, including the protective mask to be able to dispense the MK9. Officers are permitted to purchase their own personal mask, developed for those who wear a beard or goatee, but must keep on their belt at all times. Officers not wearing a beard or goatee must be clean shaven when reporting for duty.
  - E. Staff shall notify supervisor of intent to substantially change their facial appearance, to include the growing or removal of facial hair. New NDOC employee identification cards are mandatory, within one-week, after substantial changes have been made. Employees are responsible for the purchase of new I.D. cards.
4. **Make-up:** Staff may wear cosmetics that blend with or match the natural skin tone of the employee. False eyelashes are not permitted. Upon medical verification by the employee's personal physician, any employee may wear cosmetics to conceal facial disfigurement. The cosmetics shall blend or match their natural skin tone.
5. **Body art (Tattoos/Markings):** Uniform and Non-Uniform Staff; Contractors; Vendors; Volunteers or Staff working in a controlled area at a Facility, Institution,

or during Training, Transportation of inmate(s) or while conducting the responsibilities of Hospital duty.

- A. Tattoos/Markings and/or branding(s) may be exposed or visible while on duty, if compliant with the following:
- 1) Body art of any kind or type (new or old) is required to be documented on the NDOC Consent for Release of Criminal History Records Form (DOC-1021) upon being hired and updated throughout employment.
  - 2) Body art that depicts violence or gang affiliation or contains a direct or indirect reference to any Security Threat Group (STG) by name or symbol, including but not limited to drug content(s), drug use, or drug paraphernalia, anti-semitic, racial or ethnic derogatory slurs, or which could be construed as sexual, vulgar, profane or obscene in nature, must be covered while representing the Department. Any tattoo that is obtained after employment that depicts any of the above may be subject to disciplinary action, including, and up to termination.
- B. The Warden or Associate Warden of Operations may make recommendations to cover and/or conceal any body art that is identified as non-allowable. If recommendations have been made for concealing body art, the beholder of the tattoo/marking may appeal this decision in writing to the Tattoo Review Committee.
- C. The Tattoo Review Committee consists of three (3) members identified by the Director to include: Human Resource Personnel Analyst, the Inspector General (IG) or designee, and a correctional officer designated by the Director.
- D. Any tattoo and/or marking that is exposed or visible can be reviewed by any/or all of the Tattoo Review Committee.
- 1) The Committee will review any referral from the Warden or Associate Warden of Operations.
  - 2) The Committee will provide a written decision.
  - 3) The employee may appeal the decision by providing a written response to the Deputy Director of Operations.
  - 4) The decision by the Deputy Director of Operations is final.
- E. Body art that is deemed non-compliant shall not be exposed or visible while on-duty. Such markings shall be covered by clothing. All other markings that cannot be covered by clothing shall be covered using make-up, neutral toned bandages or patches. Hand and finger tattoos shall be covered with approved gloves.

**6. Fingernails:**

- A. Fingernails shall be kept clean and neatly trimmed.
- B. Fingernails of custody or non-custody staff that work in a secure institution or facility shall not extend more than ¼ inch beyond the tips of the fingers or thumbs. Fingernails must not impede work identified in essential functions.
- C. Polish is permissible for all custody and non-custody staff. However, decals are not permitted for custody staff or any staff member working within a secure perimeter.

**7. Jewelry:** The wearing of jewelry in a prison setting is neither appropriate nor safe:

- A. Wristwatches with internet or phone capabilities are not permitted. Wristwatches may be worn. Watches worn on chains or pinned to the uniform are not permitted.
- B. A medical alert identification bracelet is permitted.
- C. Rings shall be limited to one ring per hand.
- D. Neck chains, bracelets, and/or necklaces shall not be permitted while on duty except for religious medals that may be worn if covered by the uniform shirt. The chain/neckless, if worn will not be visible.
- E. Stud/post earrings which do not extend below the earlobe may be worn. Stud/post earrings will be 4mm or less. No more than two (2) stud/post earring(s) are allowed per ear, and shall be worn symmetrical.
- F. Employees are prohibited from wearing face piercings or tongue studs.
- G. Employees are prohibited from stretching their earlobes, a process called "gauging."
- H. Staff should refrain from wearing precious or semi-precious stones. The Department accepts no responsibility for loss of, or damage to, such personal items.
- I. Employees are prohibited from attaching, affixing, or displaying objects, articles or jewelry on or through the nose, tongue, eyebrow or other exposed body parts.
- J. All jewelry implants will not be exposed or visible while on-duty.

## **8. Undergarments:**

All staff are required to wear undergarments, which include but are not limited to: t-shirt, sports bras, brassieres, or compression garments. Such garments shall not be visible or allowed to protrude from under clothing. This prohibition does not apply to the required and approved t-shirt for uniform staff.

## **9. Employee Organization Pin:**

Only one Employee Organization pin, depicting its emblem, may be worn on a uniform above the name tag/plate or on the collar of the civilian clothing. Field Training Officer (FTO) pins are prohibited. Pins must be approved in advance by the Deputy Director.

### **350.02 NDOC PICTURE IDENTIFICATION CARDS**

1. In order to maintain proper identification for the safety of all facilities and Department offices, Identification Cards will be worn picture face out, in accordance with AR 352:
  - A. All staff shall wear their NDOC picture I.D. on their person, in plain sight at all times, when entering and while inside all facilities and buildings, and when on official duty away from the facility, unless otherwise approved for extenuating circumstances.
  - B. Non-uniform staff will either affix their picture I.D. card to the center of the left quadrant of their outer garment, picture facing out, or affix their picture I.D. card to a break-away type lanyard around their neck, picture facing forward and above the waist.
  - C. Uniform staff shall wear their Department picture I.D. affixed to their uniform shirt on the left front shirt pocket, centered on the pocket flap, unless they are wearing an approved outer garment or have the option of affixing their picture I.D. card to a break-away lanyard around their neck, when inside the institution or facility. If wearing an approved outer garment, the picture I.D. card will be affixed to the approved outer garment, centered on the pocket flap, or to that affect. If representing NDOC outside of the institution, a lanyard is not approved.
2. Department picture identification cards shall be visible at all times to ascertain authority at any control point or while in the facility. Approved authority is responsible to validate individual authority, to prevent escapes and the entrance by unauthorized persons into any facility or building.

### **350.03 PEACE OFFICER BADGES**

1. Peace Officer's Badge are permitted: 1) To be worn on the uniform shirt, Tuffy jacket or dress jacket or 2) Cloth badges for the BDU two-piece uniform

(subdued) or Tuffy jackets. Badges may only be issued and worn by uniformed staff.

2. Correctional Officers required to be certified by the Peace Officers' Standards and Training (POST) Commission shall not be allowed to wear the Peace Officer badge until they have taken the Oath of Office.
3. Wallet Badges – Director; Deputy Directors, Wardens; Inspector General; Inspector General Investigators, and Associate Wardens are the only staff authorized to possess NDOC wallet badges while on duty.
4. Peace Officer Badges are authorized only for permanent status Peace Officers.
5. Peace Officer badges shall be obtained through the approved Department supplier. The Administrative Service Officer (ASO) at each correctional facility is responsible to obtain a Peace Officer badge for each officer within six-months of hire. As described in 18 USC 926B, Peace Officers who carry a concealed weapon while off duty, are required to have both their ID and badge in their possession.
6. Badges are authorized with a “retired” banner on plaques.
7. Any misrepresentation made by the use of the Department of Correction’s Peace Officer Badge is prohibited, and disciplinary action may occur if not used within policy guidelines and applicable State laws. Badges should not be displayed when not on duty.

#### **350.04 PEACE OFFICER UNIFORMS**

Peace Officers will ensure their uniforms are clean, pressed and serviceable when reporting for duty. Uniforms are to be purchased from the approved vendor.

#### **350.05 DRESS STANDARDS (Uniformed Staff Only) Class “A” Uniform**

1. Class A uniform shall be worn by all ranks of Correctional Officers when they are manning a post that, on a routine basis, will be meeting the public, i.e., gatehouse, visiting, court appearances, training classes, etc. The Class A uniform shall be worn unless otherwise approved by this Administrative Regulation or by the appropriate supervisor. The requirements will be addressed in Institutional Procedures. The Class A uniform is defined as:
  - A. **Shirt:** The shirt will be tan in color. Short or long sleeves may be worn year-round. Moisture wicking shirts are a type of shirt which claims the material removes moisture and helps to keep the wearer dry when sweating. This type shirt might help the wearer to stay cooler in hot weather and warmer in cold weather. The wear of moisture wicking shirts which adhere to standards of this regulation is authorized. T-shirts are required to be worn. They must be white, cotton crew neck T-shirt

without any type of lettering or logos. The type will be determined by the Department as issued or distributed by the Department's approved uniform supplier.

- B. Trousers:** The trousers will be "Olive Drab Green" in color and will be the type distributed by the Department's uniform contractor. Without cargo pockets.
- C. Tie:** Ties are "Olive Drab Green" in color. Ties are required with Class A uniforms (depicted below). Ties are required with a long sleeve shirt when the Officer is appearing in Court or representing the Department outside the facility, or when directed to be worn by a supervisor or higher authority. Clip on and break-away ties are required.
- D. Trouser Belt:** The belt shall be black, basket-weave design no less than 1 ½ inches in width. The buckle shall be a garrison type, silver in color for C/O's and SC/O's, and gold in color for Sergeant and Lieutenant. A Velcro-type fastening device may be used instead of a buckle.
- E. Duty Belt:** A duty belt is required. It will be black in color and can be leather, Corfram or nylon. It will not be less than 2 ¼ inches in width. All accessories shall match the duty belt in design and color.
- F. Footwear:** There are five (5) types of footwear approved for wear with the officer's uniform:

(1) Oxford/Chukka – These are black, lower cut, lace-up dress shoe type. The sole must be black, and can be of leather, slip resistant type or synthetic. The upper part of the shoe must be a plain, military type toe, made of leather or corfram that will shine to a gloss finish. The laces must be black.

(2) Quarter Boots – These are black, lower cut, lace-up dress shoe type. The sole must be black and will be of a slip resistant type made of leather or synthetic type materials. The laces must be black.

(3) Boots/Lace-up Type – These boots are black in color, lace-up type. The laces must be black. The sole must be black and will be of a slip resistant type made of leather or a synthetic type material. The upper part of the boot must have a plain, military type toe, and be made of leather or a leather/Cordura type nylon, which will shine when polished to a gloss finish.

(4) Wellington Type Boots – These are black, pull on boots with a round military type toe. The sole must be black and can be constructed of slip resistant type leather or a synthetic type material. The laces must be black.



(5) Steel toed boots are appropriate footwear when assigned to work and fire crews as defined by the operational regulations of the facility or institution. The laces must match the shoe color.

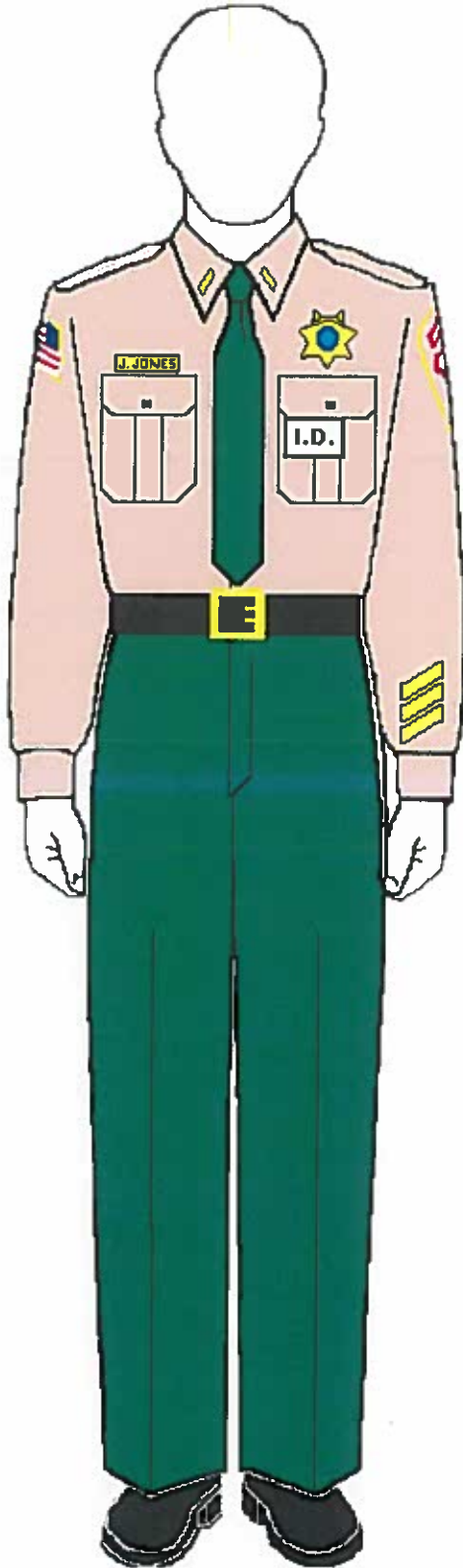
## **2. Insignias/Attachments:**

- A. Shoulder Patches** - Shall be worn on all shirts and uniform jackets. A rocker may be worn above the NDOC patch indicating the initials of the facility where the officer is assigned; i.e., ESP, NSP, SDCC, HDSP, etc.
- B. Nametags** - Standard metal nametags for shirts and uniform jackets. Silver in color for Correctional Officer Trainees, Correctional Officers and Senior Correctional Officers.
- C. Collar Devices** - Eleven-sixteenths (11/16") standard size, three chevron type collar devices for Sergeants, gold in color, 11/16 standard size single bar collar device for Lieutenants, gold in color, Senior Correctional Officers will wear two chevrons, silver in color, permanent Correctional Officers will wear one chevron, silver in color. BDU uniforms may be cloth, for all insignia, and subdued in color for all ranks.
- D. Black Utility Pouch** - Authorized.
- E. American Flag** - Approximately 2 3/8" x 3 3/8" with a gold border for shirts; 2 3/8" x 3 3/8" for jackets and subdued for the BDU uniform. The American Flag will be worn on the right sleeve, at the shoulder with the stars facing forward.
- F. Flashlight/Flashlight Holder** – Required while on shift.
- G. Key Holders/Snaps** - Required (Okay's Key Safe style advisable).
- H. Whistle (Optional)** – Required to be attached to the belt or waist areas, not to the shoulder area.
- I. Handcuff Case** - Required.
- J. Diagonal service stripes** - gold on a tan background, 2 inches in length on long sleeve shirts and gold on green background on dress jacket, one stripe for every three (3) years of completed service as Nevada Department of Corrections custody staff member. Service stripes may be worn on long sleeve dress shirts and dress jackets only.
- K. Chevrons** - Permanent Correctional Officers will wear one silver colored, cloth chevron with a gold boarder under the American Flag and the NDOC patch. Senior Correctional Officers will wear two silver colored, cloth chevrons with gold boarders under the American Flag and the NDOC patch. Sergeants will wear standard (three chevron, gold in color)

chevrons on their shirts and jacket sleeves under the American Flag and NDOC patch. Chevrons shall be in addition to the currently used collar devices. Sleeve chevrons shall be worn on both sleeves, centered with the sleeve creases. Chevrons shall be over a dark green background and may be subdued in color for the BDU uniform.

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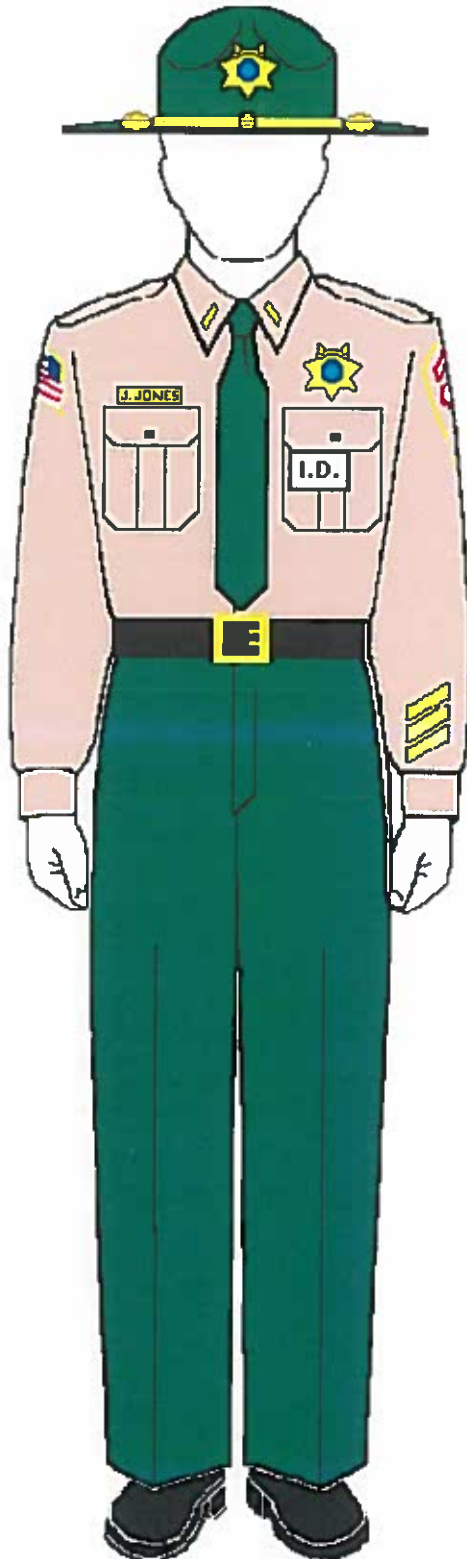
### Class-A Dress Uniform with a Tie



**Class-A** – This uniform consist of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie Required.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Green Utility Baseball Type Cap authorized.
- Affix picture I.D. card on left pocket as shown.

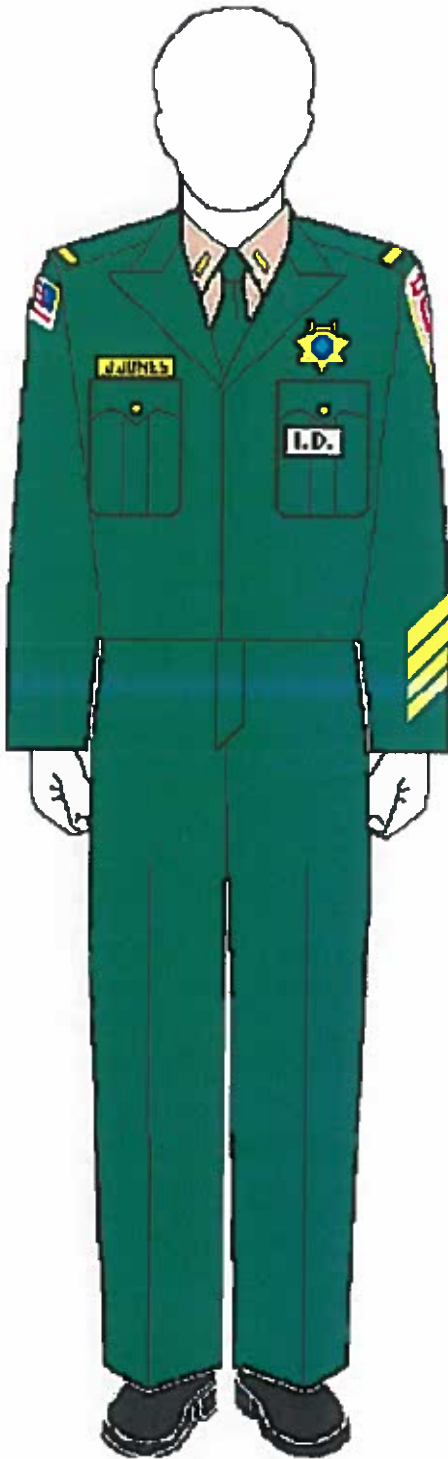
### Class-A Dress Uniform with a Tie and Campaign Hat



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie Required.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Campaign Hat with gold acorns and metal badge.
- Full Color Patches (NDOC, Flag, Service Stripes).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card to left shirt pocket as shown.

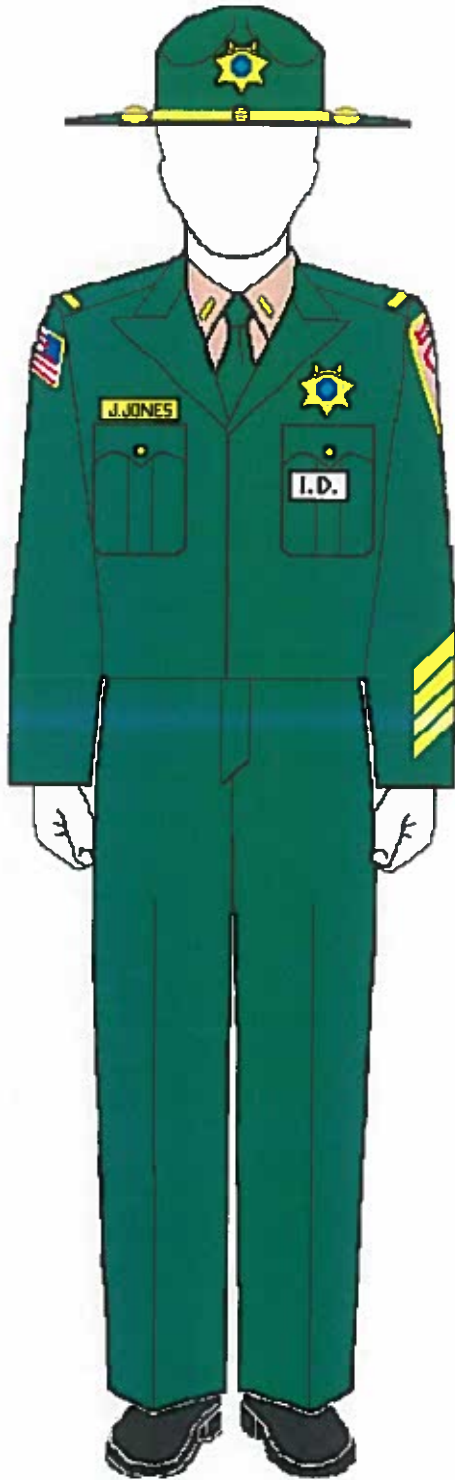
## Class-A Dress Uniform with Eisenhower Dress Jacket



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie Required.
- Eisenhower Dress Jacket.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes on both the jacket and shirt).
- Metal Badge on both the jacket and shirt.
- Metal Rank Insignia on both the jacket and shirt.
- Metal Name Tag on both the jacket and shirt.
- Affix picture I.D. card to left shirt pocket as shown.

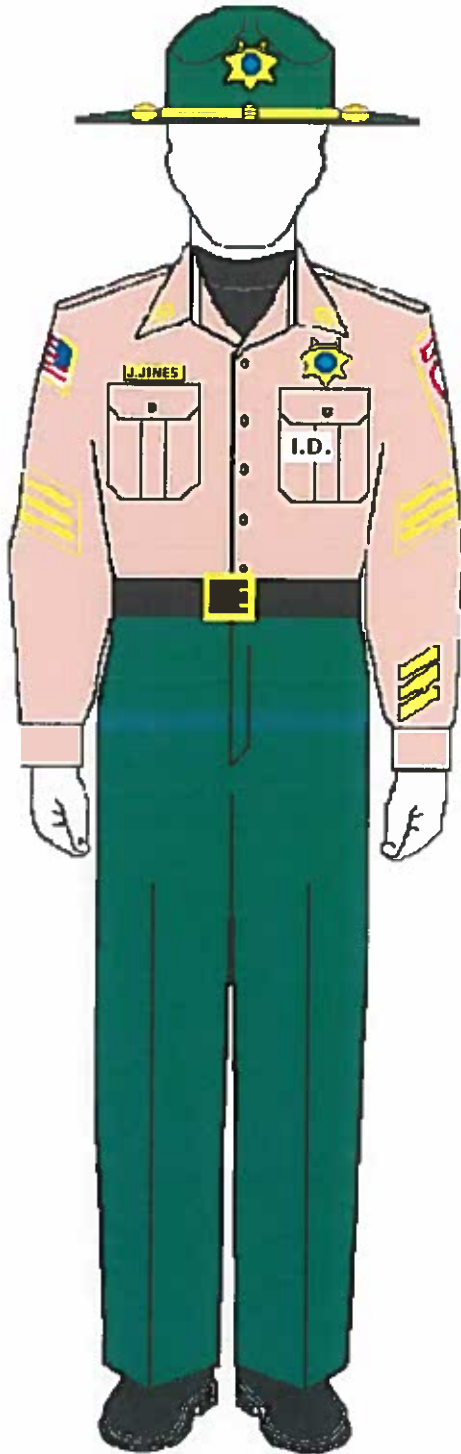
## Class-A Dress Uniform - Eisenhower Dress Jacket and Campaign Hat



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie Required.
- Eisenhower Dress Jacket.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes on both the jacket and shirt).
- Metal Badge on both the jacket and shirt.
- Metal Rank Insignia on both the jacket and shirt.
- Metal Name Tag on both the jacket and shirt.
- Affix picture I.D. card to left jacket pocket as shown.

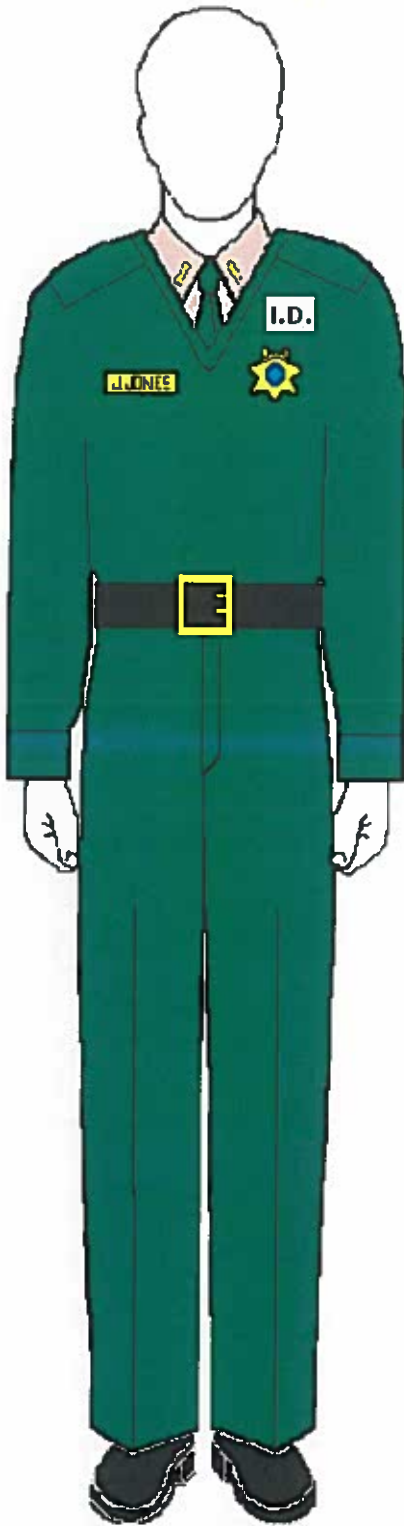
## Class-A Uniform with Turtle Neck and Campaign Hat



**Class-A** – This uniform consists of the following items and is considered a Class A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Black or White Mock Turtleneck or Dicki.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Campaign Hat with gold acorns and metal badge.
- Full Color Patches (NDOC, Flag, Rank, Service Stripes).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card on left pocket as shown.
- *Tie on this Class A Uniform is not required.*

### Class-A Dress Uniform with green Commando type sweater



**Class-A** – This uniform consists of the following items and is considered a Class-A Dress Uniform authorized for wear the entire year.

- Class-A trousers.
- Tan Long Sleeve Dress Shirt.
- Tie Required.
- Commando Type Sweater.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Service Stripes on the shirt, badge patch on sweater).
- Metal Badge on shirt.
- Metal Rank Insignia on shirt.
- Metal Name Tag on both the sweater and shirt.
- Affix picture I.D. card as shown.



**350.06 DRESS STANDARDS (Uniformed Staff) Class “B” Uniform:** A Class B uniform shall be worn in designated posts within the Department as determined by the Warden or higher authority. The Class B uniform is defined as:

1. **Shirt:** The shirt will be tan in color. Short or long sleeves may be worn year-round. Moisture wicking shirts are a type of shirt which claims the material removes moisture and helps to keep the wearer dry when sweating. This type shirt might help the wearer to stay cooler in hot weather and warmer in cold weather. The wear of moisture wicking shirts which adhere to standards of this regulation is authorized. T-Shirts are required to be worn. T-shirts must be white or black cotton with a crew neck, absent any type of lettering or logos. Black Dickies may be worn over the approved T-shirt. The type will be determined by the Department as issued or distributed by the Department’s approved uniform supplier.
2. **Trousers:** The “Class-B” trousers will be olive drab green in color with cargo pockets. The type will be determined by the Department as issued or distributed by the Department’s approved uniform supplier.
3. **Tie:** The Department’s approved color is “olive drab green” – the same color as the trousers. Ties are required when wearing a long sleeve shirt with Class B uniform, or when directed to be worn by your supervisor or higher authority. Ties are not required for the Class B short sleeve shirt.
4. **Trouser Belt:** The belt shall be black, basket-weave design no less than 1 ½ inches in width. The buckle shall be a garrison type, silver in color for C/O’s and SC/O’s, and gold in color for Sergeant and Lieutenant. A Velcro-type fastening device may be used instead of a buckle.
5. **Duty Belt:** A Duty belt is required and is the same as for the Class A uniform. It will be black in color and can be leather, Corfram or nylon. It will not be less than 2 ½ inches in width. All accessories shall match the duty belt in design and color.
6. **Footwear:** There are four (4) types of footwear approved for wear with the officer’s uniform:
  - A. **Oxford/Chukka** – These are black, lower cut, lace-up dress shoe type. The sole must be black, and can be of leather, slip resistant type or synthetic. The upper part of the shoe must be a plain, military type toe, made of leather or corfram that will shine to a gloss finish.
  - B. **Quarter Boots** – These are black, lower cut, lace-up dress shoe type. The sole must be black and will be of a slip resistant type made of leather or synthetic type materials.
  - C. **Boots/Lace-up Type** – These boots are black in color, lace-up type. The laces must be black. The sole must be black and will be of a slip resistant

type made of leather or a synthetic type material. The upper part of the boot must have a plain, military type toe, and be made of leather or a leather/Cordura type nylon, which will shine when polished to a gloss finish.

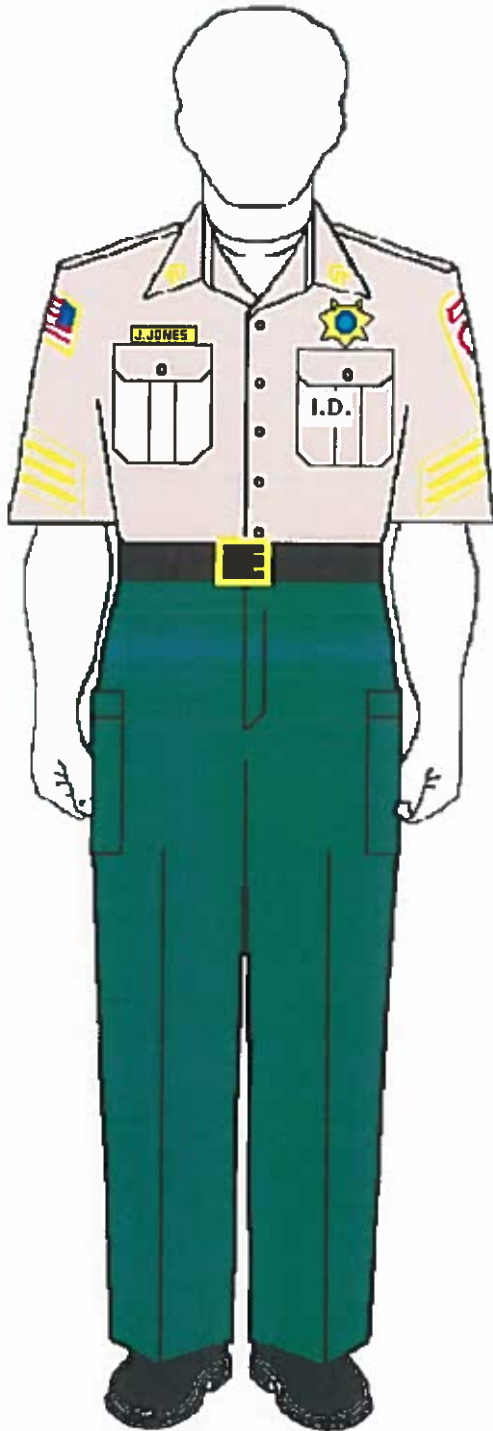
- D. Wellington Type Boots – These are black, pull on boots with a round military type toe. The sole must be black and can be constructed of slip resistant type leather or a synthetic type material.
- E. Steel toed boots are appropriate when assigned to work crews and fires.
- F. Footwear: Must be the boots/lace-up type described in Class “A” Uniform Footwear section.

#### **7. Insignia**

- A. The Class B uniforms must have the Nevada Department of Corrections patch on the left shoulder and the American Flag on the right shoulder.
- B. A rocker may be worn above the Nevada Department of Corrections insignia displaying the initials of the institution/facility where the officer is assigned; i.e., ESP, SDCC, NSP, HDSP, etc.
- C. The badge must be cloth-sewn type or a metal badge. If cloth-sewn, it will be sewn on the left side of the chest, centered on the bottom point of the badge, 1” above the top of the pocket.
- D. Standard metal nametags for shirts and uniform jackets are required.

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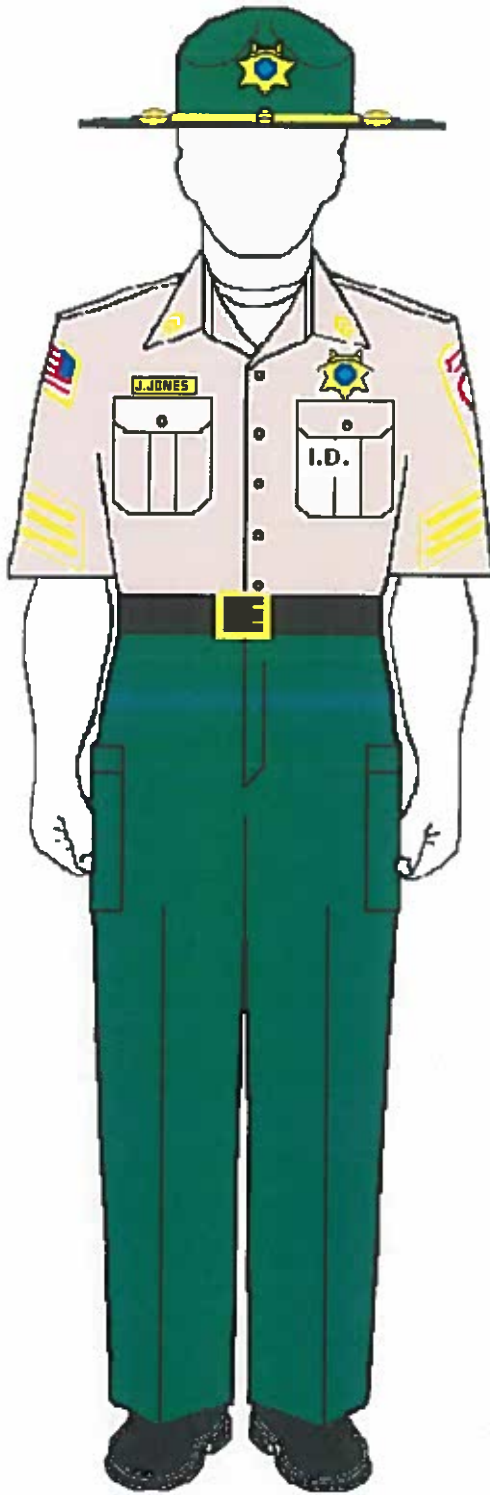
## Class-B Dress Uniform



**Class-B** – This uniform consists of the following items and is considered a Class-B Dress Uniform authorized for wear the entire year.

- Class-B trousers.
- Tan Short Sleeve Dress Shirt.
- White or Black Crew neck T-Shirt.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Full Color Patches (NDOC, Flag, Rank).
- Metal Badge.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card on left shirt pocket as shown.
- **Tie not required.**

## Class-B Dress Uniform with Campaign Hat



**Class-B** – This uniform consists of the following items and is considered a Class-B Dress Uniform authorized for wear the entire year.

- Class-B trousers.
- Tan Short Sleeve Dress Shirt.
- White or Black Crew neck T-Shirt.
- Trouser Belt.
- Duty Belt.
- Military Type Boots or Oxford / Chukka shoe.
- Campaign Hat with gold acorns and metal badge
- Full Color Patches (NDOC, Flag, Rank).
- Metal Badge on both the Shirt and Hat.
- Metal Rank Insignia.
- Metal Name Tag.
- Affix picture I.D. card on left shirt pocket as shown.
- **Tie not required.**

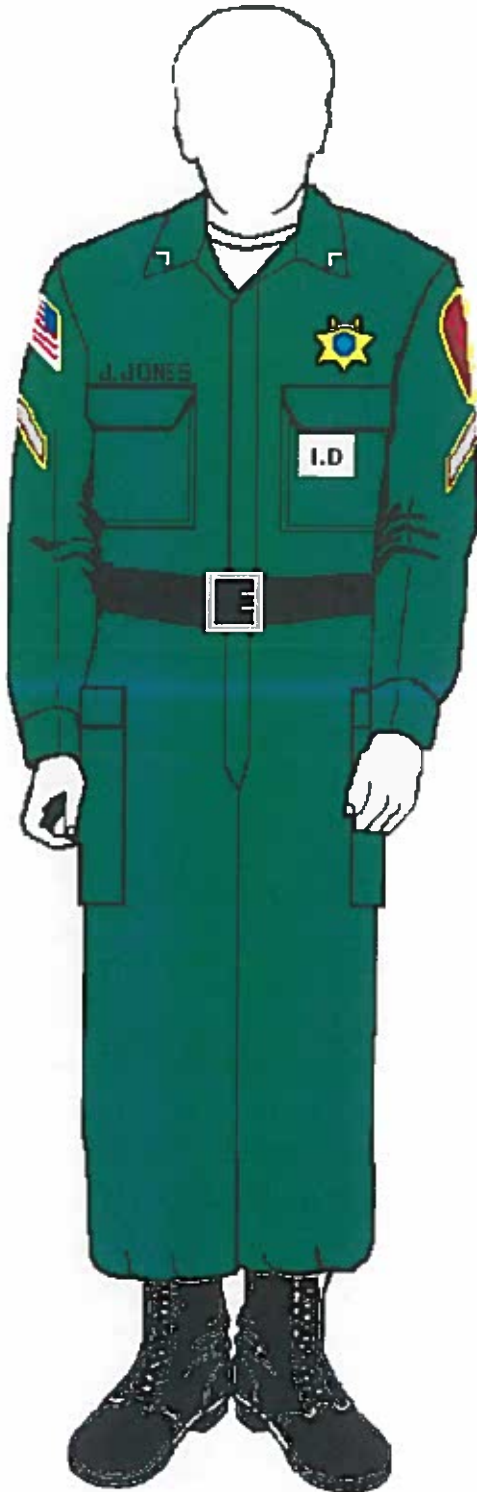
**350.07 DRESS STANDARDS (Uniformed Staff) Standard Class "C" BDU Uniform**

1. The standard Class "C" BDU uniform shall be the Department's approved color which shall be worn in designated posts within the Department as determined by the Warden or higher authority. The standard Class "C" BDU uniform is defined as:
  - A. **Shirt:** The shirt must be a "BDU" type in the Department's approved color and distributed by the Department's supplier. Shirts must be long enough to keep tucked inside the trousers. Moisture wicking shirts are a type of shirt which claims the material removes moisture and helps to keep the wearer dry when sweating. This type shirt might help the wearer to stay cooler in hot weather and warmer in cold weather. The wear of moisture wicking shirts which adhere to standards of this regulation is authorized. A black or white crewneck undershirt/t-shirt with no visible logos or writing shall be worn.
  - B. **Trousers:** The trousers must be a "BDU" type in the Department's approved color and distributed by the Department's supplier. Trousers may be bloused or non-bloused. *Photos depict the bloused example.*
  - C. **Belts:** Duty belts are the same as approved for Class A and Class B uniforms.
  - D. **Footwear:** Must be the boot/lace-up type described in Class A and Class B Uniform Footwear section.
  - E. **Polo Shirt:** Officers may wear the approved polo-type shirt year-round.
  - F. Wearing of the Class "C" (BDU), in all areas, shall be with the approval of the Warden.
  - G. The Class "C" two-piece BDU uniform must be the Department's approved color, with all subdued insignia. Standard and subdued insignia shall not be mixed.
  - H. The badge must be a cloth-sewn type, green in color, with black stitching, with a subdued background to match the green uniform.
  - I. The NDOC shoulder patch, for all shirts and utility uniforms, will be sewn on the left shoulder. It will be green in color, with a black background to match the green uniform.
  - J. Nametags will be embroidered only, black in color.
  - K. Collar devices will be sewn cloth only, green in color, with a black stitching to match the green uniform.

- L. Duty belt will be black leather or nylon type, and shall comply with duty belt requirements.
- M. Pregnant female staff may wear trousers with an expandable, elastic waistband with the uniform shirt worn outside the trousers. The shirt or BDU uniform blouse shall have a squared hemline.
- N. Certain modifications to uniforms will be allowed due to injuries which require use of a cast, sling, etc. which hinders the wearing of the uniform properly while on temporary modified duty.
- O. BDU shirts, trousers, cloth badges, NDOC shoulder patches, name tags, collar devices, polo type shirts and the approved winter hats and beanie will be as approved by the Department.

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## Class-C BDU Uniform



**Class-C** – This uniform consists of the following items and is considered a Class-C Utility Uniform authorized for wear the entire year.

- BDU trousers.
- BDU 2 pocket Shirt.
- White or Black Crew neck T-Shirt.
- Trouser Belt.
- Duty Belt
- Military Type Lace-up Boots.
- Green Utility Baseball type cap authorized.
- Subdued Patches (NDOC, Flag, Rank).
- Cloth Badge on both the Shirt and Hat.
- Metal or Cloth Rank Insignia.
- Name embroidered with first initial and last name is mandatory.
- Affix picture I.D. card on left shirt pocket as shown.

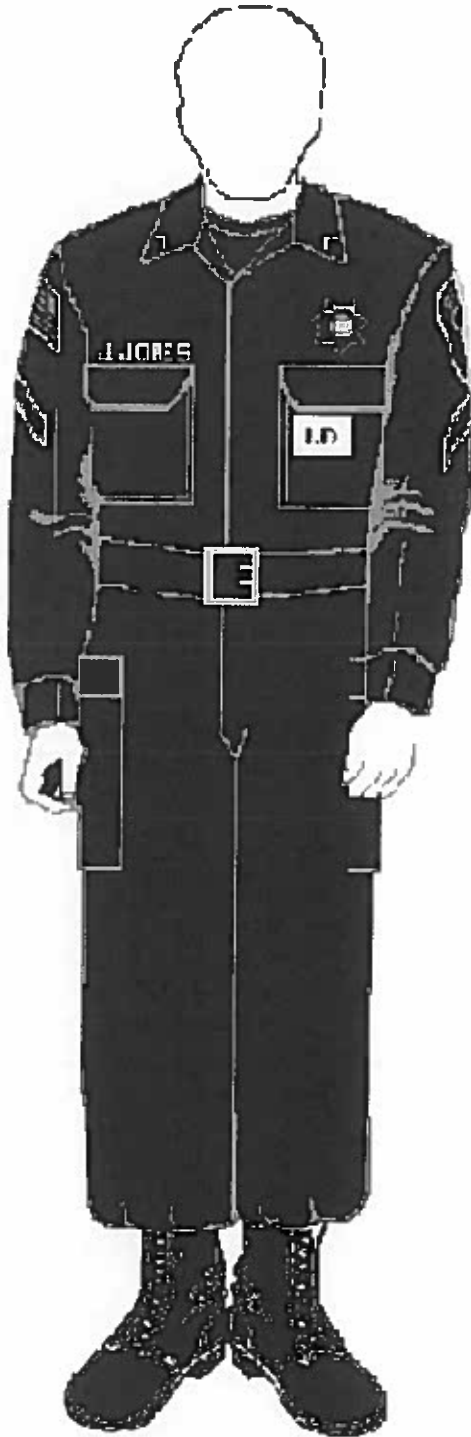
**350.08 DRESS STANDARDS (Uniformed Staff) Class "C" C.E.R.T. BDU Uniform**

1. The Class "C", C.E.R.T. BDU uniform is approved for the Department's Correctional Emergency Response Teams (C.E.R.T.), as approved by the Director. The Class "C" C.E.R.T. BDU uniform is defined as:
  - A. Shirt and Trousers are the same as the Class standard C uniform except the color of the 2-piece C.E.R.T. BDU uniform is black.
  - B. Badge will be silver in color, cloth only, with a subdued background to match the black uniform. A gold color will be worn by Sergeants and above, with the subdued background.
  - C. The NDOC shoulder patch, for all shirts and utility uniforms, will be sewn on the left shoulder. It will be silver in color, with a black background to match the black uniform.
  - D. Nametags will be embroidered only, silver in color.
  - E. Collar devices will be sewn cloth only, silver in color, with a black background to match the black uniform.
  - F. Duty belt will be black leather or nylon type, and shall comply with duty belt requirements.
  - G. Certain modifications to uniforms will be allowed due to injuries which require use of a cast, sling, etc. which hinders the wearing of the uniform properly while on temporary light duty.

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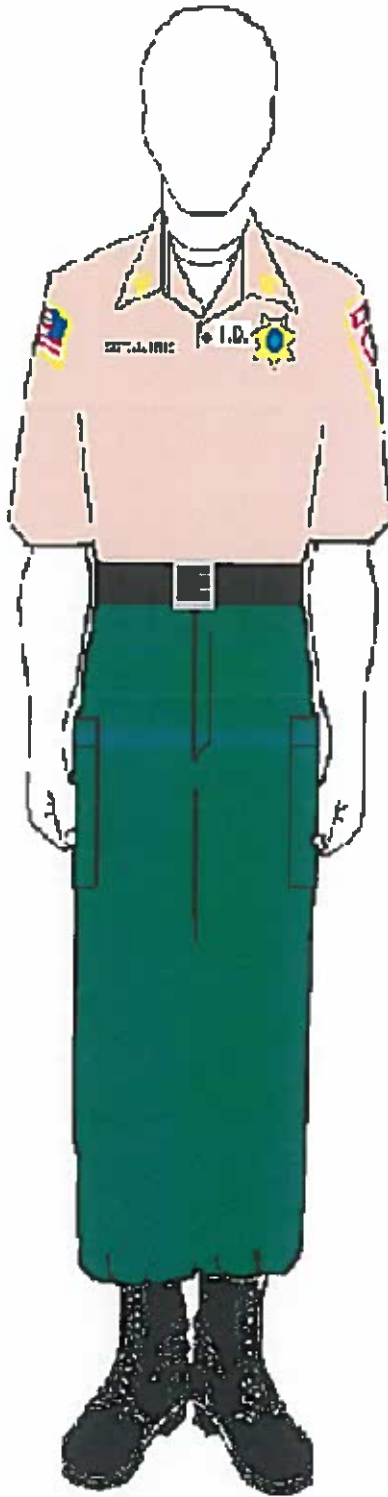
### Class-C BDU Uniform (CERT)



**Class-C** – This uniform consists of the following items and is considered a Class-C Utility Uniform authorized for wear the entire year by CERT officers only.

- Black BDU trousers.
- Black BDU Shirt.
- Black Crew neck T-Shirt and/or Black turtle neck sweater in the winter time.
- Trouser Belt.
- Duty Belt.
- Military Type Boots.
- Black Utility Baseball type cap authorized.
- Subdued Patches (NDOC, Flag, Rank).
- Cloth Badge on both the Shirt and Hat.
- Metal or Cloth Rank Insignia.
- Name embroidered with first initial and last name is mandatory.
- Affix picture I.D. card on left shirt pocket as shown.

### Class-C Uniform – Polo Shirt



**Class-C** – This uniform consists of the following items:

- BDU Trousers or *Class-B Trousers*.
- Tan Polo Shirt.
- White or Black Crew neck T-Shirt.
- Trouser Belt.
- Duty Belt.
- Military Type Boots.
- Full Color Patches (NDOC, Flag).
- Cloth Badge.
- Name embroidered with Rank, first initial and last name is mandatory.
- Affix picture I.D. card as shown.
- Rank insignias to be embroidered on collar.

### **350.09 OUTER GARMENTS**

1. Jackets - Winter jackets (nylon), green, "Tuffy" style. Silver colored buttons for C/O Trainees, C/O's and Senior C/O's; gold buttons for Sergeants and Lieutenants.
2. Dress jackets (Eisenhower jackets) – Green, silver colored buttons for C/O Trainees, C/O's and SC/O's; gold colored buttons for Sergeants and Lieutenants.
3. BDU-type jacket - OD green, may be worn with the BDU uniform only. All insignia on this jacket will be subdued in color.
4. Sweaters - Forest green, wool, pullover type, "V" neck, or cardigan from the Department's contractor. To be worn with Class A or B uniforms.
5. Rain Coats - Optional. The long yellow classic rider style design is authorized.
6. Headgear – Approved headgear as follows. They are all optional.
  - A. Green utility baseball type cap, with the Department of Corrections badge insignia. Embroidery will be silver or gold based on rank, may be worn with approved uniforms. Badge will be subdued for wear with the BDU uniform). Cap shall be worn as originally intended.
  - B. Trooper type winter hat, during cold or foul weather, may be worn as originally intended.
  - C. Winter Headgear – May be authorized during certain types of working conditions, i.e., inclement weather. Requires Warden's approval.
  - D. A brimmed Tilley or Outback style hat in brown or green color for inclement weather, to consider the rain or sun protection, as approved by the Warden or Facility Manager.

### **350.10 UNIFORM PROHIBITIONS**

1. Peace Officers will not wear the Department uniform in any bar, tavern, gambling hall or nightclub, except in the necessary performance of assigned duties.
2. Department identification cards or Peace Officer badges are not to be used to misrepresent official capacity or authority.
3. While in uniform, the purchasing or consumption of alcoholic beverages, or engaging in other activities such as protesting or smoking is prohibited.
4. The wearing of an incomplete uniform on duty is prohibited.

5. Upon the discretion of the respective Wardens, uniform inspections will be held periodically. Uniforms will be kept clean and neatly pressed.
6. Unless approved by this regulation, the mixing of uniforms is not allowed.
7. No items such as qualification pins or other badges, stickers or insignias may be worn with a uniform without the specific approval of the Deputy Director based on documented training, qualification, and Department function.
8. The wearing of a uniform for off duty is not authorized unless attending an approved Department sponsored event and approved by the Director or designee.

#### **350.11 UNIFORM PAYMENTS**

Uniforms payments will be made to applicable staff based upon the legislatively approved uniform allowance.

#### **350.12 DRESS STANDARDS (Medical Staff)**

All medical staff must comply with all regulations. Doctors and nursing staff may wear lab coats, scrubs, and other clothing *consistent* with this regulation and general community standards applicable to the medical trade and profession, mindful of the environment in which they work and consistent with this regulation. No red, blue, orange or yellow colors are authorized. The Warden maintains the final approval on colors that are not authorized in correctional facilities.

#### **350.13 DRESS STANDARDS (Prison Industry (PI) Supervisor, Food Service Staff, Recreational Specialist and Laundry Staff)**

Staff are expected to dress consistent with general community standards applicable to their trade and profession, consistent with this regulation, and mindful of the environment in which they work and consistent with this regulation. The Warden maintains the final approval.

#### **350.14 DRESS STANDARDS (Maintenance)**

Maintenance staff may wear clothing consistent with general community standards applicable to their trade and profession, consistent with this regulation, mindful of the environment in which they work and consistent with this regulation.

1. **Trousers:** dark brown in color, made of durable fabric such as cotton or a cotton blend fabric.
2. **Shirts:** tan, black or dark brown in color, made of a durable fabric such as cotton or a cotton blend fabric. Shirts may be short sleeve for the summer and long sleeve for the winter (either shirt may be worn year around). T-shirts are required to be worn. They must be white or black, cotton, crew neck T-shirts without any type of lettering, decals or logos.

3. **Footwear:** There are four (4) types of work shoes/boots authorized for wear. Laces must match the shoe color on all footwear. Steel toed boots are appropriate:
  - A. **Oxford type work shoe:** These are brown or black, low cut, lace up work shoes. The sole must be brown/black and be made of a slip resistant type material. The upper part of the shoe must have a military type toe and be made of leather or a leather type synthetic material. The shoe must be maintained for a clean appearance.
  - B. **Quarter Boot:** These are brown or black lace up, quarter boots. The sole must be brown/black and made of a slip resistant type material. The upper part of the boot must have a military type toe and be made of leather or a leather type synthetic material. The boot must be maintained for a neat appearance.
  - C. **Boot Lace up:** These brown or black boots are a lace up type. The sole must be brown/black and made of a slip resistant type material. The upper part of the boot must have a military type toe and be made of leather or a leather/nylon material. The boot must be maintained for a neat appearance.
  - D. **Wellington Type Boot:** These are brown or black, pull on type work boots. The sole must be brown/black and constructed of a slip resistant material. The upper part of the boot must have a military type toe and be made of leather or a leather type synthetic material. The boot must be maintained for a clean appearance.
4. **Belt:** The belt shall be brown leather and shall be no less than 1 ½" - wide and must have a garrison type buckle, silver or gold in color. The belt will have no lettering or insignias.
5. **Work Gloves:** Gloves must be leather, palm and fingers. The style must be approved by the Maintenance Facility Supervisor or Warden of the facility, depending on the type of work being performed by the maintenance personnel.
6. **Jacket:** The winter jacket must be brown in color and match the trousers. Different styles can be approved by the Warden depending on the environmental concerns and the type of work performed by the maintenance staff.
7. **Headgear:** The one (1) authorized style of headgear is a brown, baseball type cap, with the NDOC star on the cap. Winter headgear may be authorized during certain types of working conditions, i.e., inclement weather. Must be approved by the Warden.

### **350.15 DRESS STANDARDS (Office of the Inspector General)**

Investigators assigned to the Office of the Inspector General may wear clothing consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work, consistent with this regulation and Court acceptable:

1. For any court appearance, investigators shall wear, at a minimum, long sleeve dress shirts, slacks and dress shoes. Male investigators are required to wear a tie.
2. Investigators are required to have available at all times, an appropriate coat or jacket for Court appearances or to conceal their weapon while in the community.
3. On approved days, investigators will be allowed to wear:
  - A. Black or tan embroidered polo shirts obtained from the approved provider.
  - B. Button down shirts purchased from Prison Industries (Industrial Programs), embroidered with the Department of Corrections seal;
  - C. Business casual pants or slacks with dress shoes; or
  - D. Cargo or tactical style pants are authorized when approved by the supervisor.
4. Inspector General Supervisors have the authority to allow for deviation from the standard dress code based on the nature of the investigator's assignment. Deviations will be determined on a case by case basis and must be approved by the Inspector General.

### **350.16 DRESS STANDARDS (Training Section)**

Trainers may wear clothing consistent with general community standards applicable to their trade and profession, consistent with this regulation, mindful of the environment in which they work, consistent with this regulation.

1. All Training Officers, non-custody or custody staff assigned to the training are required to wear classroom acceptable clothing.
  - A. Staff assigned to training shall be allowed to wear:
    - (1) Button down shirts purchased with the Department of Corrections seal; *and*
    - (2) Business casual pants or slacks with dress shoes or boots; or
    - (3) Cargo or tactical style pants with boots; *and*

(4) Polo shirt purchased with the Department of Corrections seal..

- C. The Employee Development Manager has the authority to allow for deviation from the standard dress code based on the nature of the Training Officers' assignment. Deviations will be determined on a case by case basis.
- D. Firearm instructors may wear red polo shirts with the NDOC seal and embroidered yellow stitch that identifies them as a Firearms Instructor, with green or tan cargo pants, with black boots, when on the range or teaching a class.
- F. Defensive Tactic instructors may wear black polo shirts with the NDOC seal, and embroidered yellow stitch that identifies them as a Defense Tactics instructor with green or black cargo pants, with black boots or black athletic shoes, when at the training center or teaching a class. Black boots are required if not at the training center or teaching a class.

3. Academy Requirements for Recruits:

- A. Academy recruits are required to wear gray or black shorts, sweatshirts, slacks or pants, with a white T-shirt, or approved T-shirt. No hoodie. Recruits who train at an institution or facility are required to wear black, gray or khaki slacks or pants, with a professional polo or dress shirt, with appropriate shoes as defined in this AR.
- B. White t-shirt with proper under garments.
- C. Gray or black sweatshirts or white T-shirt, or approved T-shirt, and gray or black sweatpants will be worn during Physical Fitness training. .
- D. BDUs will be worn during Firearms Qualifications.
- E. Academy graduates are required to wear a Class A uniform for the last week of Academy.
- F. During Defensive Tactics. Gray or black sweatshirts and sweatpants will be worn during Defense Tactic training. The Academy Commander may approve t-shirts. For training or Academy staff in BDUs, the BDU top may be removed during defensive tactics as long as authorized T-shirts are worn.

### **350.17 HOLSTER**

1. The approved holster is the 5.11 ThumbDrive for Glock 17/22 Holster for carry on the duty belt. The drop leg option has to be approved by the Warden or Administrator.
2. The exception to 350.17(1) is Central Transportation and the Inspector General's Office, as these positions require a concealment holster as approved by the Administrator of each respective division.
3. The department approved magazine pouch is the 5.11/Bladetech pouch for the Glock double staff 9MM or .40 caliber.

### **350.18 DRESS STANDARDS (Non-Uniformed)**

Non-uniform staff may wear clothing consistent with general community standards applicable to their trade and profession, consistent with this regulation, mindful of the environment in which they work, consistent with this regulation.

1. Staff are required to wear button-up dress shirts or polo style shirts. Long or short sleeve shirts may be worn. No T-shirts, no logos. No shirt may be worn similar in color to the inmate blue. Staff may not wear see through dress blouses or shirts. All clothing must be of conservative nature. Tank tops, strapless, one-shoulder, spaghetti straps, bare midriffs, or low cut clothing or low cut V-neck garments are not authorized.
2. Staff will wear business casual wear, "Dockers" style or dress slacks with boots, casual or dress shoes year around. Flip-flops, defined as not having a firm base structure of the shoe or back strap, are not authorized. Athletic or "sneakers" are not permitted. Open-toe or open-back shoes are not permitted at institutions or camps. Dresses, skirts, gauchos, skorts, and culottes will be no shorter than two (2) inches above the knee. No tight fitting clothing, i.e., spandex, or exercise type pants. Leggings may be worn if accompanied by a fingertip length or longer loose fitting top or dress that is no shorter than two (2) inches above the knee.
3. When appearing in court or on outside business for the Department, i.e., legislature, personnel hearing, etc., staff will be dressed in a dress shirt (males must wear a tie), suit, dress, or dress slacks, dress shoes or boots and a sport jacket, suit coat, blazer or cardigan sweater.
4. When appropriate for range, defensive tactics, or other similar activities as required by a hosting agency, cargo pants and appropriate shoes may be worn as directed.

### **350.19 JEANS/BUSINESS CASUAL FRIDAYS**

1. Any staff member working within a secured perimeter of any institution, camp or facility will not wear blue jeans. Jeans other than blue may be worn if appropriate,



and shall be consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work, and weather conditions as approved by the Wardens of each institution.

2. Business Casual Fridays, where approved, should comply with appropriate clothing items from the following:
  - A. Slacks and casual chinos;
  - B. Neat denim jeans;
  - C. Blouses;
  - D. Polo shirts;
  - E. Athletic footwear; and
  - F. Dress sandals.
  
3. The following is not authorized for Business Casual Fridays:
  - A. Strapless or spaghetti dresses; tight fitting clothing, i.e., spandex, stretch or stirrup type pants.
  - B. Clothing that reveals the mid-section, or tank tops;
  - C. Jeans that have holes, or are faded and frayed;
  - D. Sheer/see-through clothing, or low-cut/revealing necklines;
  - E. Worn-out sneakers, flip-flops, shower shoes or thongs;
  - F. Shorts of any kind, or pool/beach attire;
  - G. Gym wear/sweats, or logo T-shirts.

### **350.20 ETHNIC/RELIGIOUS DRESS**

- A. Non-custody employees may wear traditional ethnic and religious clothes that do not violate safety and security mandates for the Department's work environments, or result in an undue hardship. Employees may request to wear required head dress such as Kippa or Yarmulke. Requests should be submitted to the Warden or appropriate non-custody supervisor or management official.
  
- B. Custody employees may request a reasonable accommodation to the Grooming and Dress Code due to their religion. Request for a reasonable

accommodation shall be approved by the Warden, and officer must demonstrate POST compliance.

- C. Any employee may request an appeal or evaluation of any restriction of ethnic or religious dress. The request shall be submitted to the Equal Employment Officer (EEO). The EEO will provide a recommendation, and any deviation from the dress standards shall be approved by the Director and/or Designee.

### 350.21 DISABILITY ACCOMMODATION

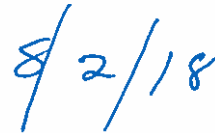
Employees may request a reasonable accommodation to the Grooming and Dress Code due to their disability. Request for a Reasonable accommodation must be approved by the Warden.

#### APPLICABILITY

1. This regulation requires an Operational Procedure for each institution and facility and Support Services.
2. This regulation does not require an audit.



\_\_\_\_\_  
James Dzurenda, Director



\_\_\_\_\_  
Date