

State of Alabama

Department of Corrections



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GOVERNOR



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COMMISSIONER



February 13, 2026

**ADMINISTRATIVE REGULATION
NUMBER** 217

OPR: GENERAL SERVICES

DRESS CODE

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures governing employee dress, uniforms, grooming, and overall appearance. The intent of this regulation is to ensure a professional appearance; promote safety and security; maintain consistency across facilities, offices, and divisions; and support the effective operation and public image of the ADOC.

II. POLICY

It is the policy of the ADOC that all employees present a professional appearance consistent with their assigned duties, work environment, and operational responsibilities. Dress, uniform, and grooming standards shall support institutional safety and security, promote operational efficiency, and uphold the integrity, public trust, and professional image of the Department.

Compliance with this regulation is mandatory. Facility and Division leadership shall enforce dress and appearance standards consistently and may require corrective action when necessary to maintain safety, security, and professionalism. Nothing in this regulation limits the authority of the Commissioner or designee to establish additional dress requirements necessary to address emergent safety, security, or operational needs.

III. DEFINITIONS AND ACRONYMS

- A. **ADOC-Issued**: Clothing, uniforms, equipment, or apparel provided, authorized, or approved by authorized ADOC officials.
- B. **APOSTC**: Alabama Peace Officers Standards and Training Commission; the state agency responsible for establishing minimum standards for the selection, training, and certification of law enforcement and correctional officers in State of Alabama.

- C. **Contractor**: Any individual employed by or providing services through a third-party vendor, service provider, or contractor authorized to perform work for ADOC. Contractors shall comply with dress and appearance requirements as agreed upon by ADOC and the service provider and as required for safety, security, and identification.
- D. **Correctional Officer**: For the purposes of this regulation, includes Correctional Security Guards (CSGs) who have successfully completed the ADOC six-week Training Academy curriculum and APOSTC-certified correctional officers, including supervisory ranks, through and including the rank of Captain. Employees meeting this definition are assigned to contact or security-related posts and are required to wear an ADOC-issued correctional officer uniform.
- E. **Facility Support and Service Employees**: ADOC employees assigned to facility-based operational roles who are required to wear an ADOC-issued uniform, including but not limited to cubicle operators (e.g., non-contact CSGs), shift clerks, mail clerks, canteen staff, trades and maintenance personnel, and laundry personnel.
- F. **Office and Support Staff (Non-Uniformed Employees)**: ADOC employees assigned to administrative, professional, or support roles who are not required to wear a uniform and who are subject to business, business casual, or approved ADOC attire standards.
- G. **Professional Appearance**: A neat, clean, properly fitted, and serviceable look that reflects positively on the Department and does not pose safety or security risks.
- H. **Uniformed Employee**: Any ADOC employee whose position or assignment requires the wear of an ADOC-issued uniform.

IV. **RESPONSIBILITIES**

- A. Facility/Division Directors are responsible for implementing and enforcing this AR within their respective areas of authority. Responsibilities include ensuring employee compliance with dress and uniform standards, maintaining appropriate oversight of uniform usage, and administering corrective action when necessary.
- B. Supervisors at all levels are responsible for the day-to-day enforcement of this regulation and shall ensure employees under their command comply with established dress, grooming, and uniform standards.
- C. The Director of Training or their designee(s) is responsible for coordinating the issuance of initial uniforms to Correctional Officer Trainees (COTs), lateral entry officers, and refresher candidates at the start of employment and, when applicable, upon completion of required training or certification.

- D. The General Services Division Director or their designee is responsible for establishing and maintaining uniform procurement procedures/applications, inventory control, and distribution procedures, and for supporting departmental compliance with this regulation.
- E. The Public Information Office is responsible for reviewing and approving the use of the ADOC seal, the State Seal, and the name “Alabama Department of Corrections” or “ADOC” on apparel or related items prior to production or use.
- F. All employees are responsible for complying with the standards established in this regulation. Employees found in violation may be required to immediately correct the deficiency and may be subject to corrective or disciplinary action in accordance with ADOC policy.

V. **PROCEDURES**

A. Employee Standards

- 1. Employees shall maintain a professional appearance while on duty, while on state property, or when representing the ADOC in an official capacity.
- 2. Clothing and uniforms shall be maintained in clean, serviceable, properly fitted, and professional condition. Supervisors may require an employee to correct deficiencies before reporting for duty.
- 3. Employees must present a professional appearance when attending meetings, conferences, or other official functions as a representative of the ADOC.
- 4. Employees shall not wear any item that presents a safety risk, interferes with required equipment, or creates an identifiable security concern.
- 5. Uniformed employees shall remain in the appropriate uniform while on duty. Uniforms shall not be worn off duty except when traveling directly between home and work or when otherwise authorized.
- 6. While in uniform or representing the ADOC, employees shall conduct themselves professionally and shall not engage in activities that could reasonably discredit the Department or the State of Alabama.
- 7. Employees shall not purchase or consume alcoholic beverages while in uniform.

8. The Facility/Division Director or designee retains discretion to determine whether an employee's attire or appearance is appropriate for the work environment.
9. The use of the ADOC seal, state seal, and name "Alabama Department of Corrections," or the abbreviation "ADOC" is prohibited without prior approval from the Public Information Office, in consultation with the Commissioner or his/her designee(s).
10. Footwear shall be appropriate for the work environment and selected to support safety, security, and operational readiness. Footwear with open toes, open heels, or without a secured backstrap is prohibited inside correctional facilities.
11. Nothing in this regulation limits the authority of facility or division leadership to impose more restrictive dress requirements when necessary to address safety, security, or operational concerns.

B. Correctional Officer Uniforms

1. **Class A Uniform** - The Department's formal dress uniform worn in accordance with ADOC standards. This uniform is unchanged by this AR revision.
 - a. **Badge:** Correctional Officers are issued silver badges after graduating from the ADOC Training Academy. Supervisors having a rank of Sergeant through Warden are issued gold badges. Badges shall be worn centered above the left shirt pocket.
 - b. **Belt:** (Purchased by employee) shall be black leather without designs or emblems and a width of 1.5 inches. Inmate hobby craft belts are prohibited. The belt buckle shall be plain, non-decorative, and without designs or emblems; silver in color for officers and gold in color for supervisors; and no larger than 2 inches by 3 inches.
 - c. **Black Gloves:** (Purchased by employee) may be worn during the winter months.
 - d. **Correctional Emergency Response Team (CERT) Tab:** If an employee is currently CERT qualified, the light-blue CERT tab shall be worn above the patch on the left shirt sleeve.
 - e. **Dress Shoes:** (Purchased by employee) shall be black, high-glossed, low-quarter oxford. The heel shall not be more than 1 inch high. The shoes shall not have ornaments, such as bows, buckles, or straps.

- f. **Dress Socks:** (Purchased by employee) shall be black in color without designs or emblems.
 - g. **Head Gear:** ADOC issued. Only authorized for Training Division staff and staff assigned to an honor guard detail.
 - h. **Name Tag:** Officer name tags shall be silver in color, black lettering with their first initial and last name. Supervisor name tags shall be gold in color; black lettering with first initial and last name. The name tag shall be metal, centered, level with bottom edge of name tag touching the top of the right shirt pocket. The size of the name tag shall be approximately 3.25 inches length by 0.625 inches in width.
 - i. **Raincoat:** (Purchased by the employee) may be worn (outdoors only) and shall be black in color, button-up or zip-up, and knee or mid-thigh in length.
 - j. **Rank Insignia (supervisors):** ADOC-issued small collar brass insignia shall be worn. Sergeants shall wear chevrons; Lieutenants shall wear single bars; and Captains shall wear double bars.
 - k. **Service Recognition Pin (optional):** Only one service recognition pin may be worn at a time, and it shall be the most current issued—5-year, 10-year, 15-year, 20-year, or 25-year. It shall be centered on the right shirt pocket flap.
 - l. **Shirt:** ADOC-issued, long-sleeve, light-blue shirt with 4-inch, light blue ADOC seal on right shoulder and American flag on left shoulder. Military creases are acceptable but no fashionable creases.
 - m. **Sunglasses:** (Purchased by the employee) may be worn (outdoors only) and shall be black in color.
 - n. **Tie:** ADOC-issued, navy-blue, polyester tie. Men shall wear clip-on style, and women shall wear cross-over style.
 - o. **Trousers:** ADOC-issued, navy-blue trousers with light-blue stripe down the side.
 - p. **Undershirt:** (Purchased by employee) shall be white, plain, crewneck (no V-neck or mock neck), without designs or emblems.
2. **Class B Uniform:** The primary service uniform worn by correctional officers.

a. **Required Uniform Components and Initial Issuance**

- (1) **Belt:** One 5.11 tactical duty belt in Black.
- (2) **Duty Jacket:** One 5.11 Valiant Duty Jacket in Sheriff Green (SHGN), featuring a custom ADOC shield patch on each sleeve and an embroidered gold ADOC logo positioned on the left chest. Supervisors shall have epaulettes attached for rank insignia.
- (3) **Footwear:** One pair of authorized 5.11 tactical boots in Dark Coyote.
- (4) **Headgear:** One 5.11 adjustable uniform cap in Tactical Duty Green (TDGN), featuring the ADOC logo embroidered on the front panel in silver for officers and gold for supervisors.
- (5) **Long-Sleeve Polo Shirts:** Two performance polos in Tactical Duty Green (TDGN), featuring an embroidered ADOC badge centered on the left chest (silver for officers and gold for supervisors) and a black Velcro name tag centered on the right chest with matching silver or gold lettering. Only Department-issued or approved badges and name tags shall be worn. All buttons shall be fastened except for the top button.
- (6) **Rank Insignia (Supervisors):** ADOC-issued pin-on insignia shall be worn centered below the last shirt button in a vertical orientation on the polo shirt. Sergeants shall wear chevrons; Lieutenants shall wear a single bar; and Captains shall wear double bars.
- (7) **Short-Sleeve Polo Shirts:** Five performance polos in Tactical Duty Green (TDGN), featuring an embroidered ADOC badge centered on the left chest (silver for officers and gold for supervisors) and a black Velcro name tag centered on the right chest with matching silver or gold lettering. Only Department-issued or approved badges and name tags shall be worn. All buttons shall be fastened except for the top button.
- (8) **T-Shirts:** Two packs of black performance undershirts.
- (9) **Trousers:** Five pairs of 5.11 tactical-style pants in Battle Brown.
- (10) **Accessories (Purchased by Employee)**

- (a) **Beanie/Toboggan (Brimless):** A plain black brimless beanie/toboggan without designs, logos, or emblems may be worn between November and March. Mask-type toboggans are strictly prohibited.
- (b) **Gloves:** Black in color, may be worn during the winter months.
- (c) **Raincoat:** Black in color, either button-up or zip-up, and knee or mid-thigh in length, may be worn outdoors only.
- (d) **Socks:** Black in color and free of designs, logos, or emblems.
- (e) **Sunglasses:** Sunglasses shall be black in color. Mirrored or colored lenses are prohibited.

b. **Badge Requirements**

- (1) APOSTC-certified correctional officers who complete the full 10-week Academy or two-week lateral/refresher curriculum shall wear the standard ADOC embroidered badge (silver for officers, gold for supervisors).
- (2) CSGs who successfully completed the modified six-week ADOC Academy shall wear an embroidered badge with a distinct design that differentiates them from APOSTC-certified officers.
- (3) No badge shall be worn by employees who have not graduated from an APOSTC or ADOC-approved Academy program.

c. **Additional Standards**

- (1) All uniform items shall be worn in a manner consistent with the Department's professional appearance standards.
- (2) No unauthorized alterations or substitutions are permitted.

C. Facility Support and Service Employee Uniforms

1. **Required Uniform Components and Initial Issuance:**

- a. **Belt:** One ADOC-issued belt in Black.

- b. **Duty Jacket:** One Big Horn Jacket in Black, featuring a custom ADOC shield patch on each sleeve and an embroidered ADOC logo positioned on the left chest.
- c. **Footwear:** One pair of ADOC-issued black tactical boots shall be worn. Alternative footwear may be authorized when job duties require specialized safety features, as approved by the Facility/Division Director or designee. All footwear must comply with Department safety, security, and professional appearance standards.
- d. **Headgear:** One 5.11 adjustable uniform cap in Black, featuring the ADOC logo embroidered on the front panel in silver.
- e. **Long-Sleeve Polo Shirts:** Two performance polos in Silver-Tan with the ADOC embroidered logo on the left chest and a black Velcro name tag with silver lettering centered on the right chest. All buttons shall be fastened except for the top button.
- f. **Short-Sleeve Polo Shirts:** Five performance polos in Silver-Tan with the ADOC embroidered logo on the left chest and a black Velcro name tag with silver lettering centered on the right chest. All buttons shall be fastened except for the top button.
- g. **T-Shirts:** Two packs of performance undershirts in Silver Tan.
- h. **Trousers:** Five pairs of 5.11 tactical-style pants in Tactical Duty Green (TDGN).
- i. **Accessories (Purchased by Employee)**
 - (1) **Beanie/Toboggan (Brimless):** A plain black brimless beanie/toboggan without designs, logos, or emblems may be worn between November and March. Mask-type toboggans are strictly prohibited.
 - (2) **Gloves:** Black in color, may be worn during the winter months.
 - (3) **Raincoat:** Black in color, either button-up or zip-up, and knee or mid-thigh in length, may be worn outdoors only.
 - (4) **Socks:** Black in color and free of designs, logos, or emblems.

- (5) **Sunglasses:** Sunglasses shall be black in color. Mirrored or colored lenses are prohibited.

2. **Additional Standards:**

- a. All uniform items shall be worn in a manner consistent with the Department's professional appearance standards.
- b. No unauthorized alterations or substitutions are permitted.

D. Uniforms for Employees Assigned to Specialized Offices, Divisions, or Units

1. Employees shall comply with this regulation and any additional uniform requirements established through applicable ARs, SOPs, or divisional directives. Additional requirements shall not conflict with this regulation.

E. Contractor Uniforms

1. Contractors shall comply with facility dress and identification requirements and shall not wear attire that resembles inmate clothing or official staff uniforms unless specifically authorized.

F. Uniform Modifications

1. Uniforms shall be worn in a manner consistent with Department standards and shall not be altered without authorization.
2. Modifications to uniforms may be authorized by the Facility/Division Director or designee for documented maternity, medical, or other approved circumstances when the standard uniform is no longer practical.
3. Approved modifications shall not compromise safety, security, or professional standards, or interfere with required equipment.

G. Uniform Disposition

1. **Replacement:**

- a. Uniform issuance and replacement shall be based on operational needs, serviceability, and available resources as determined by the Department.
- b. Duty jackets will be replaced on an as-needed basis, when worn or damaged.

- c. If an issued uniform item is lost, stolen, damaged, or otherwise destroyed, the employee shall prepare an ADOC Form 302-A, *Incident Report*, and submit a request to the Facility/Division Director for a replacement uniform item. Employees may be required to reimburse the Department if loss or damage is determined to be the result of negligence or misconduct.
- d. Replacement uniforms shall be recorded on ADOC Form 217, *Employee Property Issue Record*.

2. **Return:**

- a. Upon separation, transfer, or reassignment, employees shall return all issued uniforms and related items as part of the clearance process. Employees shall not receive final separation clearance until all issued items are returned or otherwise accounted for.
- b. The Facility/Division Director or designee is responsible for ensuring the collection and accountability of all issued uniform items prior to final clearance.
- c. Failure to return all issued uniform items upon separation may result in classification of the separation as unfavorable and may require the employee to reimburse the Department for the cost of replacing any missing or damaged items.
- d. Facilities and divisions shall maintain documented inventory controls for the issuance, return, redistribution, and disposal of uniform items in accordance with Department procedures. Inventory records may be subject to periodic review or audit by the General Services Division Director or designee.
- e. Returned uniforms shall be inspected to determine serviceability and may be reissued, retained for operational needs, or disposed of in accordance with Department procedures.
- f. Retiring APOSTC-certified Correctional and Law Enforcement Officers may retain their badges if separating in good standing.

H. Dress Attire Standards for Non-Uniformed Employees:

- 1. **Business Attire:** Shall be worn for court appearances, interagency meetings, community functions, or when serving as an ADOC representative for external functions. Attire must remain neat, clean, and professional while adhering to the guidelines outlined in Annex A, *Attire Standards*.

2. **Business Casual Attire:** Shall be worn for daily office work, intra-agency meetings, or training. Attire must remain neat, clean, and professional while adhering to the guidelines outlined in Annex A, *Attire Standards*.
3. **Casual Attire:** May be worn for designated occasions as approved by the Commissioner, Facility/Division Director, or their designee. Attire must remain neat, clean, and professional while adhering to the guidelines outlined in Annex A, *Attire Standards*.
4. **ADOC Attire:** There is a security need for ADOC non-uniform employees to be identifiable while performing their job duties at correctional facilities. Accordingly, these employees are authorized ADOC branded attire. The apparel must be requested and procured following established guidelines and consistent with the ADOC brand standards.
5. **Prohibited Attire:** Any clothing that does not meet the professional standards of the ADOC and is deemed inappropriate for the workplace. This includes, but is not limited to, clothing that is excessively worn, revealing, or displays offensive imagery or language. For a detailed list of prohibited items, refer to Annex A, *Attire Standards*.

I. Specific Grooming and Appearance

1. Uniformed Employees:

a. Hair:

- (1) Hair shall be clean, well-groomed, and present a professional appearance. Unnatural or extreme hair colors (such as bright blue, green, pink, or neon shades) that may be considered distracting or unprofessional are not permitted. Natural-looking colors, including shades of brown, black, blonde, auburn, and gray, are acceptable.
- (2) Hair shall not obstruct vision, touch the eyebrows or ears, extend below the top edge of the uniform shirt collar, or protrude beyond the band of a properly worn hat or cap.
- (3) Facial hair is permitted but must be clean, neatly trimmed, and maintained so as not to interfere with safety, security, or the proper use of equipment. Facial hair shall not exceed one-half ($\frac{1}{2}$) inch in length unless an approved medical or religious accommodation has been granted in accordance with applicable law and Department policy.

- (4) Pins, combs, barrettes, scrunches, or rubber bands may be worn inconspicuously to secure hair lengths, so it does not interfere with the safe and effective performance of job duties or the proper wear of authorized equipment.
 - (5) Exceptions shall be reasonably considered for medical, religious, or cultural reasons upon approval by the Facility/Division Director, in consultation with the ADOC EEO Division.
- b. Fingernails:
- (1) Fingernails shall be kept clean.
 - (2) Fingernails shall not extend more than 1/8 inch beyond the fingertip.
- c. Jewelry:
- (1) No item shall be worn that presents a safety risk, creates a security concern, or interferes with the proper use of required equipment.
 - (2) Rings are permitted but shall be limited to one on each ring finger on each hand.
 - (3) Earrings are permitted but shall be limited to one small stud in each ear lobe (males are prohibited from wearing earrings)
 - (4) Bracelets, necklaces, and anklets are prohibited.
 - (5) Wristwatches are permitted. Smart watches are prohibited within correctional facilities unless the employee is authorized to possess a cellular device.
 - (6) Medical identification jewelry is permitted but must be worn in a manner that does not introduce safety or security concerns or interfere with required equipment. Supervisors may require removal or modification if a risk is identified.
- d. Cosmetics:
- (1) Make-up is permitted but shall be worn in moderation.
 - (2) Cologne, perfume, body sprays, and lotions are permitted but shall be minimized to not have a strong presence.

2. Non-Uniformed Employees:

- a. Beards and moustaches must be kept neatly trimmed. Fingernails and hairstyles should not be flamboyant in style, shapes, colors or other features. Hair will be clean, combed, and neatly trimmed or styled. The hairstyle should be appropriate to the work setting and not interfere with the work to be performed, create a safety hazard, or cause distractions in the workplace.
- b. Jewelry and other accessories will be appropriate for the work setting and not create a safety hazard or cause other distractions.
- c. Cosmetics, if worn, shall be conservative and natural-looking. Cologne, perfume, body sprays, and lotions are permitted but shall be minimized to not have a strong presence.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS

- A. Annex A, *Attire Standards*.
- B. ADOC Form 217-A, *Employee Property Issue Record*.

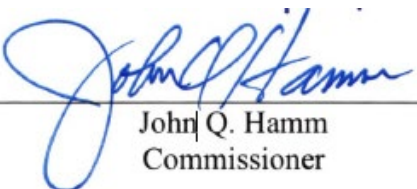
VIII. SUPERSEDES

This Administrative Regulation supersedes AR 217, *Dress Code*, dated July 7, 2020, and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*

Approval Date: February 13, 2026



John Q. Hamm
Commissioner

ALABAMA DEPARTMENT OF CORRECTIONS



ATTIRE STANDARDS

BUSINESS ATTIRE	
Men	Women
Business suits Sport coats/blazers and coordinating dress slacks Dress shirts with collars Ties Dress shoes/boots Dress oxfords, lace-ups, and loafers	Business suits Dresses (2 inches above knee) Dress skirts (2 inches above knee) Dress slacks Dress blouses (no revealing necklines) Dress pumps, flats, oxfords, boots, tasteful heels or sandals
BUSINESS CASUAL ATTIRE (includes business attire)	
Men	Women
Slacks, corduroy pants, or Dockers-style pants (no denim) Shirts with collars, including banded collars Polo shirts Collared ADOC logo shirts Turtleneck shirts Sweaters Vests Blazers Boots Loafers Oxford-style casual shoes	Skirts (2 inches above knee) Slacks (no denim, leggings*, or jeggings) Casual shirts/blouses Polo shirts Collared ADOC logo shirts Turtleneck shirts Sweaters Vests Blazers Dress sandals Loafers Flats Boots *Leggings may be worn in lieu of pantyhose under a dress
CASUAL ATTIRE (Includes business attire and business casual attire)	
Men	Women
5.11 pants Denim pants (no torn patches or frays) Knit shirts with or without collars Deck shoes, tennis shoes	5.11 pants Denim pants (no torn patches or frays) Knit shirts with or without collars Deck shoes, tennis shoes, sandals, mules
PROHIBITED ATTIRE	
Footwear with open toes, open heels, or without a secured backstrap is prohibited inside correctional facilities Provocative or revealing attire (see-through, low-cut, spaghetti straps, or strapless) Clothing that does not fit properly (too tight or too baggy) Visible undergarments Athletic clothing including jogging or jump suits, sweatshirts, sweatpants or yoga pants Dresses or skirts with a length shorter than 2 inches above the knee Clothing sets (tops/pants together) in the same color as the currently assigned clothing set for ADOC inmates Hats, caps, or bandanas that are not part of uniform requirements Flip-flops, house shoes, or shower shoes Clothing not properly laundered or has tears or holes Clothing with graphics other than small names, logos, or symbols trademarked (e.g. Nike, Polo, etc.) or otherwise authorized by ADOC Shorts or skorts	

