ORDERING GUIDE AND REQUIREMENTS
FOR DRESS UNIFORMS

Required items that must be purchased through an approved vendor:

☐ Jacket with epaulets and appropriate rank per the Dress Uniform Specifications (Attachment 1)
☐ Trouser/Skirt
☐ Tie
☐ Sleeve striping per Attachment 1
☐ Service stars per Attachment 1
☐ Name tag

Additional items required for Class B Dress Uniforms (i.e., high temperature location/ event Dress Uniform):

☐ Dress shirt with epaulets, left breast badge holder, and sewn on patches
☐ Dress shirt collar rank (i.e., smaller in size than jacket rank)

Employees will provide the following to the approved vendor during fitting appointment:

• 2 new, color DOC shoulder patches from Correctional Industries or local warehouse - additional 2 patches if ordering Class B Dress Uniform
• Current rank - if unsure, verify with supervisor
• Years of service, rounded up if within 90 days of a new year

Required items that may be purchased through any vendor and can include personal items already obtained:

☐ Dress shirt - white button-up, long sleeve, with collar that does not button down
☐ Men’s dress shoes - black, patent leather, high gloss, black laces
  or
☐ Women’s dress shoes/pumps - black, patent leather, high gloss, black laces or 2” heel maximum, as applicable
☐ Trouser belt - black, leather
☐ Men’s socks - navy or black
  or
☐ Women’s socks/nylons - socks navy or black, nylons navy or nude
☐ Undergarments - appropriate in color to minimize visibility under uniform
☐ Badge, if applicable
☐ DOC shoulder patches - from Correctional Industries or local warehouse

Optional items that must be purchased through approved vendor, if worn:

☐ Dress uniform hat and emblem
☐ Service ribbon slide bars, as needed
☐ Service ribbons per Attachment 3

Optional items may be purchased through any vendor and can include personal items already obtained:

☐ Overcoat/raincoat - navy or black
☐ Gloves - navy or black
☐ Union pin - no larger than ¾” in diameter