

1. Per Section II.A.6. and Section II.C.4, for After-Hours and Emergency Requests and Repairs (as exhibited in Attachments I1 and I2) the Maintenance Provider will not be reimbursed for labor, subcontractors, parts, or materials unless it exceeds the \$5000 threshold and should include these anticipated costs in the Base Compensation amount. Is this correct? **MDOC has been instructed by the Mississippi Department of Finance and Administration and the Personnel Services Contract Review Board to use the MDOC procurement department for any repair above \$5,000 no matter if it occurs during regular working hours or after hours. MDOC will put procedures in place in conjunction with the maintenance provider to handle procurement for after-hours/weekend emergency repairs that exceed \$5,000. Any expenditure exceeding \$5,000 and paid for by MDOC will receive a \$5,000 credit from maintenance provider.**

2. Is there a provision for the Maintenance Provider to be reimbursed for costs incurred outside the fixed base compensation (Attachment H). For example, an emergency on the weekend for which a subcontractor is required with costs exceeding \$5000. Or is Maintenance Provider to utilize MDOC Procurement to obtain the subcontractor? **MDOC will procure anything above \$5,000. It will be the responsibility of the maintenance provider to have adequate staff to assist MDOC with procurements exceeding \$5,000.**

3. Please confirm the Maintenance Provider is responsible for the first \$5000 of each repair. **Yes. The maintenance provider is responsible for all repairs \$5,000 or less.**

4. Per Section II.B.8.C., the Maintenance Provider is required to check all detention cells on a daily basis. This is a change from the existing contract that has significant labor and cost requirements. Is MDOC able to eliminate this requirement or reduce the frequency of these checks? **MDOC security will perform cell checks and will report any malfunctions or repair needs to the maintenance provider. It will not be necessary for maintenance provider to perform daily checks on all doors.**

5. Please clarify kitchen equipment for which Maintenance Provider is responsible. Section II.B.11.A. states, "Maintenance Provider shall review and modify the existing preventive maintenance schedule for all the kitchen equipment used in the cafeteria serving areas." For some of the facilities, cooking and serving happen in the same areas. **The only two kitchens that produce and serve food is at MSP unit 29 and MSP unit 30. In these two Units ALL equipment is the responsibility of the Food Service Provider with the exception of Walk in Coolers and Freezers, which is the Maintenance Providers responsibility. Every other kitchen at MSP is considered a serving kitchen. All Kitchens at SMCI and CMCF other than the Central Kitchens are considered serving kitchens and all equipment in these kitchens will be the responsibility of the Maintenance provider. Equipment in the serving Kitchens will include all serving lines (steam tables) ice machines, griddles, vent-a-hoods, three door coolers, warmers, garbage disposals, sinks, and faucets.**

6. Does the Maintenance Provider have responsibility for walk-in or drive-in freezers or in central kitchens or serving areas? **All Walk in coolers and freezers in unit 29 kitchen, unit 30 kitchen, CmcF Central Kitchen and Smci Central Kitchen will be the Maintenance provider's responsibility.**

7. Does the Maintenance Provider have responsibility for cold storage at MSP Parchman?
Yes, cold storage and processing freezers and coolers will be included in the contract

8. Does the MDOC have service contracts on some kitchen equipment for which the Maintenance Provider would not have responsibility? Dish Machines is the only service contracts MDOC has. The kitchen equipment that has been installed at unit 29 is still under warranty

9. Section II.B.15. states, "Maintenance Provider shall perform all interior painting." How often will each facility be required to be repainted? MDOC will procure all paint and related supplies for all paint projects. No building will be painted more than once per 4 year period with the exception of damage repairs that may require painting from time to time.

10. Does painting include only detention facilities, or are CWC facilities and staff housing units included?
CWC and staff housing are included.

11. Will Maintenance Provider be expected to provide a painting supervisor for each facility and utilize inmate labor to accomplish painting schedule? Maintenance provider must supervise all painting and work with MDOC procurement for projects exceeding \$5,000.

12. Section II.B.16. covers the pest control requirements. Attachment E only refers to MSP, CMCF, and SMCI. Is the Maintenance Provider to provide pest control services to the CWC facilities? Yes.

13. Section II.B.15.D. states all painting supplies will be provided by the Department. Does this include paint? Yes.

14. Please clarify that the number of technicians specified in Section II.C.5.A.5. is a minimum required staffing level and not an anticipated total staffing level to accomplish the scope of work? It is the minimum requirement- maintenance provider is expected to employ workforce necessary to comply with the contractual obligations.

15. In Section II. C.5.D. states the Department will provide two skilled offender workers at (each) location and up to ten (10) general laborers. Is this the minimum that will be provided at each facility or is the Maintenance Provider limited to this number of inmates? Does each location mean Unit or whole correctional facility? MDOC will make its best effort to supply at a minimum the number of workers described above at each correctional facility.

16. Will offender workers be able to move between compounds or are they restricted to specific areas?
Yes.

17. Will offender workers be made available for work at CWC/Restitution Centers? **Yes.**

18. Section II.B. Does not specify that the Maintenance Provider will be responsible for the domestic or well water supply equipment, testing and certifications. Is the Maintenance Provider to be responsible for these systems? **Yes.**

19. Section C.6. States Maintenance Provider will provide their vehicles, maintenance, and fuel. Will any MDOC equipment be available for the use of the Maintenance Provider such as lift trucks, bucket trucks, back hoes, etc.? **Maintenance providers may utilize utility vehicles owned by MDOC.**

20. Per Section II.C.1., the Maintenance Provider is to perform a Deficiency Survey. If equipment is obsolete and cannot be repaired or needs to be upgraded/replaced as determined by this survey, will the Maintenance Provider be reimbursed for all repair or replacement costs? **All functional equipment must be maintained by the maintenance provider. Any equipment identified as non-functional in the Deficiency Survey will be replaced by MDOC.**

21. Per Section II.C.8., the Maintenance Provider is to include all costs related to preventive maintenance to include labor, parts, materials, and subcontractors whether for preventive maintenance or certification in the base compensation fixed cost. Per section II.C.8.C. the Department will provide all materials and parts. Does this include subcontractors? **Yes. MDOC will be responsible for all expenditures above \$5,000 to include sub-contractors.**

Commented [MR1]:

22. Section II.C.8.H. states that the Maintenance Provider shall be permitted to utilize parts currently in inventory. The current Maintenance Provider purchased or supplied, and therefore owns, this inventory. Please provide clarification on this statement. **Any supplies, if any, owned by MDOC may be utilized by the maintenance provider.**

23. Is it correct that Section II.C.5.A.4. ("Maintenance Provider staff may be shared between state facilities as required; however, no facility shall be left without a minimum staffing level.") is referring only to SMCI, CMCF, and MSP? **Yes. Also all community corrections facilities outlined in the RFP.**

24. Is Maintenance Provider expected to provide maintenance services to shutdown units or vacant staff housing units? **Yes. For instance, Unit 32 at MSP is closed- but maintenance provider should still provide routine maintenance checks on plumbing, electrical, HVAC systems, etc.**

25. MDOC stated during the facility visits that the inmate crews who have been doing maintenance at CWCs will be made available to the Maintenance Provider, and that MDOC will provide transportation and housing as needed to accomplish the scope of work. Please verify this is correct. **Yes.**
26. Will MDOC add a provision so the Maintenance Provider can increase costs per CPI adjustments at each annual renewal of the contract? **Maintenance provider may propose an annual CPI increase based on Bureau of Labor statistic data up to a 3% limit. Proposers are free to use any CPI percentage up to 3%. Proposer may propose a flat rate.**
If proposal includes CPI increases without specifying a percentage, for evaluation purposes a 3% increase factor will be used
27. Please confirm Maintenance Provider is not responsible for procurement or installation of medical gases. **Confirmed.**
28. Please confirm Maintenance Provider is not responsible for operating food waste disposal transportation. **Confirmed.**

1. Ref. Page 6, Item 4). Personnel. The requirement for resumes for all staff gives a Proposer a disadvantage over the incumbent contractor. We expect to interview, evaluate, and offer incumbent employees the "First Right of Refusal" for all qualified skilled and non-skilled labor positions. It would be difficult for us to acquire "Resumes" for these individuals during the RFP phase.

Q.1.1. Will MDOC accept a Resume for only Principals of the Firm and the proposed Contract Manager to be included in our Proposal? **Yes. A resume for any known employee for this contract should be submitted.**

Q.1.2. Will MDOC accept Position Descriptions for Facility Managers, skilled and non-skilled labor personnel to include qualifications, education, and licenses/certifications versus Resumes? **Yes.**

2. Ref. Page 11, Scope of Services, Inmate Labor and Page 22, Item 5.3.d. The RFP states two (2) skilled offender workers and ten (10) general laborers. It was mentioned at the vendor conference that this number is greater. **There is no cap- MDOC will make its best effort to supply the offenders mentioned in question 15 above.**

Q.2.1 Can MDOC please verify the number of inmates being utilized today for maintenance services? Is there a cap on the number of inmates utilized? **MSP- 23, CMCF-25, SMCI-12, CWCs- 3. There is no cap- MDOC will make its best effort to supply inmate workers to the maintenance provider.**

3. Ref. Page 17, Item 8.c. Daily Cell Inspections.

Q.3.1. Please confirm the requirement for daily cell inspections and documentation. This requirement covering over 5,000 cells would be an excessive cost over and above the current contract. **MDOC security will perform cell checks and will report any malfunctions or repair needs to the maintenance provider. It will not be necessary for maintenance provider to perform daily checks on all doors.**

4. Ref. Page 19, Item C.1. Deficiency Survey. The Deficiency Survey that was included in the RFP was general in nature.

Q.4.1. Can MDOC provide more detail for the Current Deficiency List to include the estimated cost of repairs / replacements over the next 10 years? **That information is not available. The term of this contract cannot exceed 4 years- Maintenance provider is limited to the 1st \$5,000 of any repair.**

Q.4.2. Also, were the current categories (Critical time sensitive, Critical, Important, Deferrable) as described in the referenced paragraph included in the past Deficiency Survey? **This information will be supplied on July 5th, 2017.**

Q.4.3. Please identify any deficiencies that were addressed and completed over the past 3 years. **This information will be supplied on July 5th, 2017.**

Q.4.4. Does MDOC require the Deficiency Survey include an Environmental Hazard Assessment? **No- our understanding is the Dept. of Environmental Quality and/or Health Department perform will assess the agency periodically. However any evidence of health or environmental hazards should be documented in the deficiency survey.**

Q.4.5. Is MDOC willing to hold harmless any environmental issues that are found on the Hazardous Site Assessment? **Maintenance provider is not responsible beyond the \$5,000 limit for existing hazards unless their actions caused the hazard. The maintenance provider will be responsible up to \$5,000 for any mitigation of a hazard that becomes known to the agency.**

5. Ref. Page 21, Item 5. Workforce.

Q.5.1. Can MDOC provide the minimum licensure requirement (State/Local) for skilled technicians, e.g. HVAC-R; Plumber; Electrician, Locksmith – Both Journeyman and Master skill levels)? **Obtaining this information will be the responsibility of the proposer.**

6. Ref. Page 22, Item 5. Workforce, b. Uniforms

Q.6.1. Please provide MDOC requirements for uniforms. Are jackets, PPE, boots required? **All staff will comply with MDOC policy on grooming standards. See attachment. MDOC Policy 03-28-01 page 5.**

7. Ref. Page 22, Item 6.a. Vehicles

Q.7.1. Can MDOC provide a list of fleet vehicles being used under the current contract to include make/model, year/age by location, including at the Community Work Centers? **See attached.**

8. Ref. Page 24, Item 8.b. Threshold, "The Maintenance Provider is responsible for materials, supplies and/or parts up to and including \$5,000 per single repair.

Q.8.1. What is the historical quantity of non-reimbursable repairs within the \$5,000.00 threshold per year for the past 3 years? **Historically, we average between 800-900 repairs/maintenance actions per month below \$7,500, which is the current non-reimbursable threshold- the average number of corrective maintenance actions per month would be slightly less if the repairs in the \$5,001-\$7,500 range are excluded. The majority of the maintenance repairs/actions referred to above are performed by maintenance provider staff and/or assigned inmates (e.g. light bulb replacement, unplugging toilets, etc.)**

Q. 8.2. Please confirm the threshold is for routine repairs only and that this would not include any item listed on the deficiency survey listing. **Repair/replacement of all non-functional equipment discovered during the deficiency survey will be responsibility of MDOC. All functional equipment must be maintained by the maintenance provider.**

9. Ref. Page 24, Item 8.c. Corrective Routine Major Repairs. For corrective materials and parts exceeding \$5,000 per single corrective repair but less than \$50,000.

Q.9.1. For these type repairs, is the Contractor responsible for the first \$5,000 cost of the repair? **Yes.**

Q.9.2. What is the historical quantity of non-reimbursable corrective routine repairs between \$5,000.00 and \$50,000 per year for the past 3 years? **288 work orders totaling \$4.1 million.**

10. Ref. Page 24, Item 8.d. Consumable Parts/Materials.

Q.10.1. Can MDOC provide a list of attic stock, including all parts / materials currently inventoried? **MDOC owns no maintenance supply parts to the best of our knowledge.**

GENERAL

11. Can MDOC provide a list of current subcontractors? **MDOC does not have a listing of subcontractors utilized by the current vendor.**
12. Can MDOC provide a list of MDOC-provided equipment, including specialty lifts, ladders, etc.? **see attached.**
13. Please provide the number of annual work orders for Locksmith Services over the past 3 years. **3,209 work orders.**
14. Who is responsible for generator fuel costs, MDOC or Contractor? If contractor, please provide the estimated gallons used per year. **MDOC.**
15. Is the data stored in the current CMMS system exportable via Excel format? If so, how soon after contract award can MDOC share this information with the successful Contractor? **The existing data can be housed on a server owned by the maintenance provider. Maintenance provider will be responsible for all license and maintenance fees and the cost of data conversion that may be required. It can be exported in SQL. The information will be shared immediately upon contract award.**
16. Please provide the name and version of the BAS system for each facility, if applicable? **Siemens – Apogee.**

17. Are any elevators under the responsibility of the Contractor? If so, please identify make, model, capacity, type and manufacturer. **Yes the MSP hospital has an elevator that must be maintained. The make and model will be provided on July 5, 2017.**

18. Can MDOC identify office space available for the Contractor staff to include location, square footage and any MDOC-provided furniture or equipment? **MDOC will provide adequate office space for any maintenance provider employee including sub-contractors.**

19. Is the Contractor responsible for internet/phone connections within their offices or does MDOC provide? **MDOC will provide but will receive a monthly credit for the actual cost of calls and line charges.**

20. Are parking spaces available for Contractor staff? Yes. If so, where and how many? **At least one for each employee.**

21. What are the building(s) metal roof panel type & locking system(s)?
MSP- Screw down metal panels and standing seam metal roofs.
SMCI- Standing seam metal roofs.
CMCF- Standing seam metal roofs.
Each facility has a mixture of industry standard electrical and mechanical locking systems.

22. How will vandalism be addressed/figured? **Maintenance provider must repair vandalism damage up to \$5,000 per incident.**

Mississippi Department of Corrections
Vehicles Utilized by Contractual Services
 As of 06/28/17

MSP-CGL

Location	Inventory No.	Asset Description	Serial Number	Room	Other Employee ID
73	551-0051669	1995 GMC SIERRA	#2GTEC19H7S1528511		Coleman, Emmanuel
73	551-0057601	1998 FORD LGT CONVTL 'F'	#1FTZX1760WNB27569	PLUMBING	TURNER, NORTHY
73	551-0060480	1999 FORD LGT CONVTL 'F'	#1FTRX17W7XNB56794		Coleman, Emmanuel
73	551-L002984	2012 FORD LGT CONVTL 'F'	#1FTFX1CF3CFC22710		TURNER, NORTHY
MOTOR POOL-73	551-0044853	1989 GMC C6000 (C6D)	#1GDG6D1A9KV512787	SLOP TRU	TURNER, NORTHY
MOTOR POOL-73	551-0053532	1993 GMC SIERRA	#1GDKC34N3PJ510768		TURNER, NORTHY
MOTOR POOL-73	551-0054028	1996 FORD LGT CONVTL 'F'	#1FTHX25H7TEB17266	OFFICE	TURNER, NORTHY
MOTOR POOL-73	551-0054249	1997 FORD MED.HVY.CONVNTNL	#1FDPF70J2VVA10209	WASTE WA	TURNER, NORTHY
MOTOR POOL-73	551-0059380	1992 CHEVROLET GMT-400	#1GCHC34KXNE218044		TURNER, NORTHY
MOTOR POOL-73	551-0061377	2001 DODGE RAM VAN	#2B7JB21Y91K524049		TURNER, NORTHY
MOTOR POOL-73	551-0061428	2001 DODGE RAM TRUCK	#1B7HC16Y81S231991	REFRIG S	TURNER, NORTHY
MOTOR POOL-73	551-0061811	1998 INTERNATIONAL 4000 SERIES	#1HTSCAAN0WH555706	BUCKET T	TURNER, NORTHY
MOTOR POOL-73	551-L002189	2004 INTERNATIONAL 4000 SERIES	#1HTMMAAN14H615463	LINE DEP	TURNER, NORTHY

the two highlighted are the bucket trucks

SMCI-CGL

Location	Inventory No.	Asset Description	Serial Number	Room	Other Employee ID
GC14	551-0059371	2001 DODGE RAM TRUCK	#1B7HC16Y81S708452	CGL	MAJESTY, TAYLOR
MOTOR POOL-GC14	551-0060421	1999 DODGE RAM TRUCK	#1B7HC16ZXXS214093	AREA I	McGOWAN, MACK
GC14	551-L002694	GOLF & UTILITY VEHICLE	#LSC8813D74A032652	AREA III	NEWMAN, CHARLES

CMCF-CGL

Location	Inventory No.	Asset Description	Serial Number	Room	Other Employee ID
MOTOR POOL-RC40	551-0060422	1999 DODGE RAM TRUCK	#1B7HC16Y2XS214094	PAINT SH	Roberts, Eric
MOTOR POOL-RC40	551-0062105	2000 GMC SIERRA	#1GTGC29J0YF459454	YARD	Roberts, Eric
RC19	551-0062129	2000 DODGE RAM TRUCK	#1B7HC16Y7YS639618	ELECTRIC	Roberts, Eric
MOTOR POOL-RC41	551-0068582	1997 GMC SIERRA	#1GTGK29R3VE560837	YARD	Roberts, Eric
MOTOR POOL-RC40	551-L002963	2012 FORD ECONOLINE WAGON	#1FBSS3BL1CBD20841	YARD	Roberts, Eric



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**SOP NUMBER
03-28-01**

AGENCY WIDE

STAFF GROOMING & DRESS STANDARDS

**INITIAL DATE
02-01-1991**

ACA STANDARDS:

**EFFECTIVE DATE
12-01-2014**

STATUTES:

NON-RESTRICTED

PAGE 1 of 13

APPLICABILITY:

This procedure applies to all Mississippi Department of Corrections (MDOC) employees.

POLICY STATEMENT:

It is the policy of the Mississippi Department of Corrections (MDOC) that all staff are to be well groomed and professionally dressed during duty and/or office hours.

DEFINITIONS:

Full Dress – MDOC issued uniforms will be worn with all components and accessories required by rank and chain of command.

Winter Season – November 1 through February 28 with exceptions announced and published by institutional authorities.

Summer Season – March 1 through October 31 with exceptions announced and published by institutional authorities.

Uniform Brass – Collar brass, brass received from service awards, nameplate, badge, rank insignia, whistle and hat brass.

PROCEDURES:

Dress and grooming requirements will ensure that all MDOC personnel adhere to professional standardization of appearance commensurate with their job descriptions, employee functions and security responsibilities.

MDOC employees will never wear anything on their person that may be construed or interpreted to reflect a political position and/or endorsement, a social statement or philosophy, or an ethnic or racial declaration supporting biased proclamations and/or offensive language.

Uniformed Security Personnel – Institutional and Community Corrections

Uniforms will be worn by:

- Correctional Officer Trainees
- Correctional Officers I, II, III, & IV
- Lieutenants/Correctional Supervisors
- Captains/ Commanders (optional for Community Corrections)

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42 Official Dress Requirements

- 43
- 44 • MDOC issued uniforms will be worn "full dress" at all times
- 45
- 46 • MDOC issued exceptions to "full dress" will be determined by a facility's controlling authority
- 47 or designee
- 48
- 49 • MDOC issued trousers/skirts – Dark blue issue
- 50
- 51 • MDOC issued shirts – two colors, blue and white
- 52
- 53 • Correctional Officer Trainees and Correctional Officers I-IV will wear blue shirts
- 54
- 55 • Lieutenants/Correctional Supervisors and Captains/Commanders will be required to
- 56 wear the white shirt
- 57
- 58 • MDOC winter issued long sleeve shirts will be worn with a tie
- 59
- 60 • MDOC summer issued shirts will be worn without a tie and with a white undershirt (not v-
- 61 neck)
- 62
- 63 • Footwear will be black polished shoes or boots
- 64
- 65 • Belts will be black in color with buckles polished
- 66
- 67 • MDOC issued uniform brass will be polished and worn in their designated positions
- 68
- 69 • Jacket – MDOC dark blue issue
- 70
- 71 • Caps – will be worn with bib of cap in the front and centered on head
- 72
- 73 • Correctional Officers – MDOC issued dark blue cap
- 74
- 75 • Above the rank of Correctional Officer – MDOC issued dark blue cap with gold letters
- 76

77 Emergency/Chase/Shakedown

78

79 Standard issue uniforms as authorized by the facility controlling authority

80

81 Special Duty Personnel

- 82
- 83 Personnel such as Transportation, K-9, Emergency Response Team, Offender Work Crews,
- 84 and Long-Term Maximum Security Units will wear standard issue tactical uniforms as follows:
- 85
- 86 • Transportation – Blue BDU and blue T-shirt with a patch indicating Facility and
- 87 Transportation Department. MDOC Correctional Officer Uniform will be worn for all court
- 88 appearances
- 89
- 90 • K-9 – Tiger Stripe Camouflage BDU with black MDOC K-9 T-shirt

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- 91 • ERT – Black BDU with black T-shirt with appropriate patches and facility specific patch
92 indicated on the uniform
93
- 94 • Offender Work Crews (Field Operations, Mobile Work Crew, Common Labor, Road Gang,
95 Ground Maintenance) – Khaki BDU with a white labeled MDOC logo T-shirt to be worn
96 during warm weather
97
- 98 • Long-Term Maximum Security Units – Black BDU with white labeled MDOC logo T-shirt
99

100 **THE CONVERSION TO SPECIAL DUTY PERSONNEL DRESS WILL BE CONTINGENT**
101 **UPON FUNDING.**

102

103 Replacement Uniforms

104

105 Should uniformed personnel experience radical change in physique (i.e., pregnancy, weight
106 gain or loss), said personnel will submit an incident report to the respective Superintendent of
107 the facility or Community Corrections Director.

108

109 Replacement uniforms will be issued upon written approval.

110

111 Documentation will be submitted to the Superintendent or Community Corrections Director or
112 designee denoting that an exchange has occurred.

113

114 Uniform Brass Protocol

115

116 See diagrams on pages 7 through 12.

117

118 Hair (Male)

- 119
- 120 • Will not exceed three (3) inches in length
121 • Will be tapered or blocked in the back and present a neat and clean appearance
122 • Will not extend beyond the collar at the back of the neck in standing posture
123 • Hair will be of a "natural" hair color
124 • Hair will be styled to accommodate a uniform issue cap

125

126 Male Facial Grooming

- 127
- 128 • Mustaches will not extend beyond the corners of the mouth
129 • Beards will not exceed one half (1/2) inch in length and will be kept trimmed and neat
130 • Sideburns will not exceed one (1) inch in width at their widest point
131 • Sideburns will not extend below the lowest portion of the earlobe

132

133 Hair (Females)

134

135 **Applies to BOTH uniformed and non-uniformed staff**

- 136 • Will be kept neat and clean
137 • Hair will be worn in a conservative style
138 • Hair will be of a "natural" hair color

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139 **Applies to uniformed staff ONLY**

- 140 • Will not extend beyond shoulder length
- 141 • Hair longer than shoulder length will be placed in a bun or roll when on duty
- 142 • Hair will be styled to accommodate a uniform issue cap
- 143 • Hair accessories will be comprised of non-metallic material, conservative in style and will
- 144 coordinate with uniform

145

146 Wigs and hairpieces which conform to above grooming standards may be worn

147

148 Fingernails

- 149
- 150 • Will not extend to any more than ½ inch from the base/nail bed

151

152 Jewelry (Males & Females)

Allowable Jewelry	
Male & Female: a watch and wedding band	Female: plain stud earrings will not exceed 1/8" in diameter
Prohibited Jewelry	
Dangling earrings or nose and tongue rings, nose and tongue studs, or other adornments including necklaces will be prohibited due to their potential security liability to staff and offenders.	

153 Non-Uniformed Personnel

MALES	
All non-security male employees will wear clothing that projects a professional image.	
Daily Dress	Golf-type shirts or shirts with collars and sleeves, with trousers Prohibited – Denim apparel, jeans, sneakers, tennis shoes or any type of athletic shoes
Business Casual (Friday Only)	Same as Daily Dress, but denim apparel, jeans, sneakers, tennis shoes or any type of athletic shoes are allowed
Business Dress	Business suit or jacket and trousers, with shirt and tie to be worn at all scheduled court appearances, official agency events, and when deemed appropriate by supervisor (i.e., inter-agency meetings with non-MDOC representatives, any meetings with legislators, scheduled media interviews)
Mustaches Sideburns Hair	Same as MDOC uniformed officers
FEMALES	
All non-security female employees will wear clothing that projects a professional image.	
Daily Dress	Dresses, blouses, shirts, sweaters, skirts, mid-calf pants and pants

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	not found on the prohibited list. Prohibited - Denim apparel, jeans, sneakers, tennis shoes or any type of athletic shoes
Business Casual (Friday Only)	Same as Daily Dress, but denim apparel, jeans, sneakers, tennis shoes or any type of athletic shoes are allowed
Business Dress	Business suit or dress to be worn at all scheduled court appearances, official agency events, and when deemed appropriate by supervisor (i.e., inter-agency meetings with non-MDOC representatives, any meetings with legislators, scheduled media interviews)
Hair	See lines 133 through 147
Fingernails	Will not extend to any more than ½ inch from the base/nail bed

154 Exemptions to Daily Dress Only

155

156 All other applicable grooming and dress requirements are to be followed.

157

158 Community Corrections Field Officers (Male and Female)

159

- 160 • Denim jeans allowed (dark or blue or black)
- 161 • Only dark blue or black jeans (no holes, frayed hems, faded or stone-washed)
- 162 • Collarless, colored T-shirt with MDOC insignia allowed on "planned" tactical details only

163

164 Agricultural, Vocational, Maintenance, Telecommunications, Property, and Warehouse

165

- 166 • Not applicable to clerical staff (i.e., clerks, secretaries, administrative assistants)
- 167 • Denim apparel and jeans are allowable at all times, unless business dress is deemed appropriate
- 168 • Hats are allowable when working outside, not to be worn inside

169

170

171 Training Classes (Non-Security)

172

- 173 • When training entails physical exertion, appropriate athletic or comfortable clothing is allowable.
- 174 • When uncertain, contact the Training Department for specifications.

175

176

177 Prohibited Dress at MDOC Facilities (to include Business Casual Friday)

178

179

- 180 • Shorts
- 181 • Hats or caps (Exceptions: Can be worn by maintenance crews working outdoors and by all staff during cold and/or inclement weather when outdoors. Remove promptly upon entering a building)
- 182 • Dresses or skirts worn more than two (2) inches above the knee cap
- 183 • Dress or skirt slits will not go more than two (2) inches above the knee or back of the knee
- 184 • Transparent clothing of any type
- 185 • Leggings or any tight pants
- 186 • Jogging suits, wind suits, and sweat pants are prohibited (approved training situation only)
- 187 • Hose or stockings with designs, lace, glitter or seams
- 188 • Shoes with heels over three (3) inches in height
- 189 • Any garment to include caps and hats with obscene or suggestive writing
- 190 • Scarves

191

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- 192 ▪ Allowable at non-institutional facilities
193 ▪ Allowable at facilities only during cold and/or inclement weather when outdoors, and
194 is to be removed promptly upon entering a building)

- 195 • Flip-flops or beach sandals
196 • House slippers
197 • Tops
198 ◦ Tank tops
199 ◦ Tops or dresses with low-cut neckline or low-cut backs
200 ◦ Spaghetti straps
201 ◦ Midriff baring tops
202 ◦ Halter or strapless garments (i.e., single strap shoulder or off the shoulder garments)
203 ◦ Sleeveless dresses or tops (allowable at non-institutional facilities)

204
205 Agency Preservation of Work-Site Professionalism

206
207 When it is determined that an employee's dress is in violation of this procedure or that an
208 employee's dress reflects questionable compliance or interpretation of the tenants of this
209 procedure, MDOC will reserve the right to institute the following schedule of progressive
210 discipline.

211
212 Progressive Discipline

213
214 When it is determined that an employee's failure to comply with this procedure has caused a
215 potential disruption of the workplace or security environment and/or has placed the safety and
216 security of the workplace and/or security environment in jeopardy, a supervisor may require that
217 an employee either be sent home or be removed from the premises in the event that an
218 employee refuses to vacate the workplace.

219
220 When possible, a supervisor faced with this situation will confer with a superior rank within their
221 chain of command for consensus on resolution. When an involved supervisor is unable to
222 confer with a superior, they will make a determination based upon their on-site judgment.

223
224 Extraordinary Incidents

225
226 Extraordinary incidents may occur on the first, second or third offense and may be acted upon
227 by a supervisor without deference or compliance to the schedule of progressive discipline.

228
229 All extraordinary incidents will be documented in a MDOC Incident Report.

230
231 Medical Shoe Waiver

232
233 Any MDOC exception or waiver to its prohibition of sneakers, tennis shoes or any category of
234 athletic shoe will be made only after a staff member has presented a written physician's
235 prescription denoting and specifying a medical reason, condition or causation that necessitates
236 the wearing of footwear that is otherwise prohibited in accordance with this standard operating
237 procedure.

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Correctional Officer Trainee and Correctional Officer I

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MDOC badge will be displayed above the left shirt pocket using the reinforced area of the shirt with the bottom of the badge being 3/8" above the top of pocket flap.

MDOC award pins will be centered above the right pocket 3/8" above the pocket flap.

MDOC award pins with nameplate will be displayed with the nameplate centered above the right pocket 3/8" above the pocket flap and the service award pin will be displayed 1/2" above the nameplate.

MISSISSIPPI insignia will be positioned in the right collar with the bottom of the insignia to be on the seam or 1/4" from the edge of the collar and 1 1/4" from the tip of the collar.

MDOC insignia will be positioned on the left collar with the bottom of the insignia on the seam or 1/4" from the edge and 1 1/4" from the tip of the collar.

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Correctional Officer II

- 255
- 256 **MDOC badge** will be displayed above the left shirt pocket using the reinforced area of
- 257 the shirt with the bottom of the badge being 3/8" above the top of pocket flap.
- 258
- 259 **MDOC award pins** will be centered above the right pocket 3/8" above the pocket flap.
- 260
- 261 **MDOC award pins with nameplate** will be displayed with the nameplate centered
- 262 above the right pocket 3/8" above the pocket flap and the service award pin will be
- 263 displayed 1/2" above the nameplate.
- 264
- 265 **Rank insignia** will be positioned in the right collar with the bottom of the insignia to be
- 266 on the seam or 1/4" from the edge of the collar and 1 1/4" from the tip of the collar.
- 267
- 268 **MDOC insignia** will be positioned on the left collar with the bottom of the insignia on the
- 269 seam or 1/4" from the edge and 1 1/4" from the tip of the collar.

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Correctional Officer III

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MDOC badge will be displayed above the left shirt pocket using the reinforced area of the shirt with the bottom of the badge being 3/8" above the top of pocket flap.

MDOC award pins will be centered above the right pocket 3/8" above the pocket flap.

MDOC award pins with nameplate will be displayed with the nameplate centered above the right pocket 3/8" above the pocket flap and the service award pin will be displayed 1/2" above the nameplate.

Rank insignia will be positioned in the right collar with the bottom of the insignia to be on the seam or 1/4" from the edge of the collar and 1 1/4" from the tip of the collar.

MDOC insignia will be positioned on the left collar with the bottom of the insignia on the seam or 1/4" from the edge and 1 1/4" from the tip of the collar.

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Correctional Officer IV

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MDOC badge will be displayed above the left shirt pocket using the reinforced area of the shirt with the bottom of the badge being 3/8" above the top of pocket flap.

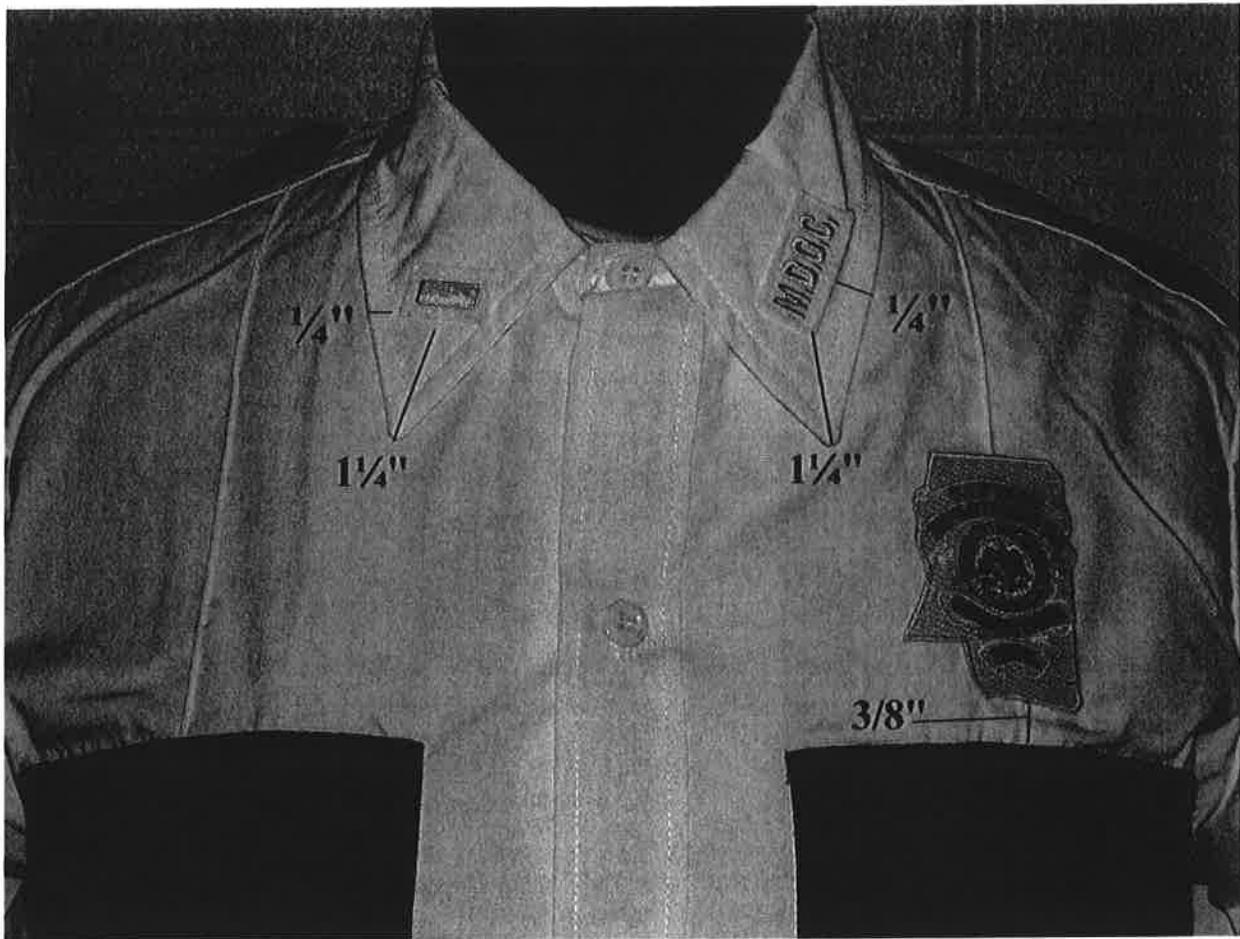
MDOC award pins will be centered above the right pocket 3/8" above the pocket flap.

MDOC award pins with nameplate will be displayed with the nameplate centered above the right pocket 3/8" above the pocket flap and the service award pin will be displayed 1/2" above the nameplate.

Rank insignia will be positioned in the right collar with the bottom of the insignia to be on the seam or 1/4" from the edge of the collar and 1 1/4" from the tip of the collar.

MDOC insignia will be positioned on the left collar with the bottom of the insignia on the seam or 1/4" from the edge and 1 1/4" from the tip of the collar.

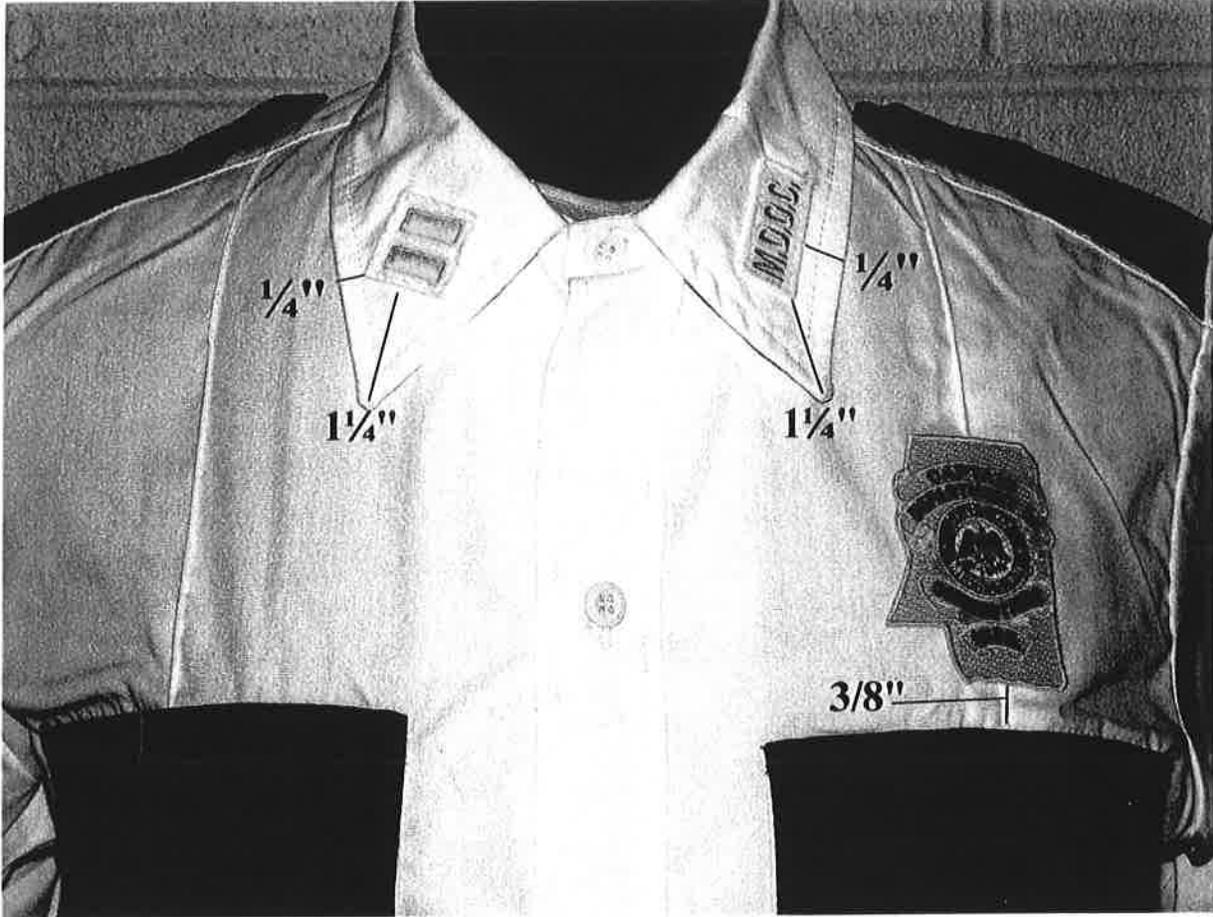
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Lieutenant/Correctional Supervisor

- 301
302 **MDOC badge** will be displayed above the left shirt pocket using the reinforced area of
303 the shirt with the bottom of the badge being 3/8" above the top of pocket flap.
304
305 **MDOC award pins** will be centered above the right pocket 3/8" above the pocket flap.
306
307 **MDOC award pins** with nameplate will be displayed with the nameplate centered above
308 the right pocket 3/8" above the pocket flap and the service award pin will be displayed
309 1/2 " above the nameplate.
310
311 **Rank insignia** will be positioned in the right collar with the bottom of the insignia to be
312 on the seam or 1/4" from the edge of the collar and 1 1/4" from the tip of the collar.
313
314 **MDOC insignia** will be positioned on the left collar with the bottom of the insignia on the
315 seam or 1/4" from the edge and 1 1/4" from the tip of the collar.

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Captain/Commander

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MDOC badge will be displayed above the left shirt pocket using the reinforced area of the shirt with the bottom of the badge being 3/8" above the top of pocket flap.

MDOC award pins will be centered above the right pocket 3/8" above the pocket flap.

MDOC award pins with nameplate will be displayed with the nameplate centered above the right pocket 3/8" above the pocket flap and the service award pin will be displayed 1/2" above the nameplate.

Rank insignia will be positioned in the right collar with the bottom of the insignia to be on the seam or 1/4" from the edge of the collar and 1 1/4" from the tip of the collar.

MDOC insignia will be positioned on the left collar with the bottom of the insignia on the seam or 1/4" from the edge and 1 1/4" from the tip of the collar.

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333 **DOCUMENTS REQUIRED:**

334

335 As required by this procedure and through the chain of command.

ENFORCEMENT AUTHORITY		
Reviewed and Approved for Issuance		1/25/14
	Deputy Commissioner of Institutions	Date
Reviewed and Approved for Issuance		12/01/14
	Deputy Commissioner of Community Corrections	Date