STATE OF IOWA DEPARTMENT OF CORRECTION
POLICY AND PROCEDURES

Policy Number: PI-701
Applicability: Institutions, IPI
Policy Code: Public Access
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Chapter 9: IOWA PRISON INDUSTRIES
Sub Chapter: IPI-PLANT
Related DOC Policies: AD-PR-20
Administrative Code Reference: N/A
Subject: IPI UNIFORMS
PREA Standards N/A
Responsibility: Bob Fairfax
Effective Date: January 2025
Authority:

1. PURPOSE

In order to maintain the safety and security of employees working in a correctional setting, and to present a professional appearance, all Iowa Prison Industries (IPI) staff members shall wear the uniform defined below. This policy is also intended to ensure a comfortable and cost effective uniform, in a manner which requires low amounts of administrative effort and hassle.

2. POLICY

It is the policy of the IDOC and IPI that proper procedures be followed for wearing and issuance of uniforms. All provisions of IDOC Policy **AD-PR-20** *Uniform Dress, Appearance, and Grooming* shall apply to IPI employees, except those addressed in this policy.

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A. Uniform Requirements

1. Every IPI staff member is required to wear a uniform as described below. Uniform styles and colors will vary by location and nature of contact with incarcerated individuals.

2. Staff members are required to own at least three serviceable uniforms.

B. Reimbursement for Uniform

1. IPI will reimburse each staff member a maximum of $205 per year for uniforms. This may include jackets or coats.

2. Orders for items to be reimbursed will be coordinated at each IPI location. Staff will be invoiced for orders above the annual dollar limit.

3. Reimbursement for purchases of uniform pants will be provided for those manufactured by IPI only. Staff may purchase and wear suitable uniform pants from other manufacturers, but these will not be reimbursed.

4. For staff whose primary job is to work outside in the elements, an additional $100 every two years will be allowed for the purchase of cold weather gear.

5. It is the responsibility of each Plant Manager or Farm Director to monitor the reimbursement per IPI employee.

6. Part-time IPI employees will be reimbursed using a percentage formula equal to their regularly scheduled hours (for example, an employee who is regularly scheduled to work 24 hours per week would receive 60% of the normal reimbursement).

C. Belts

Employees assigned to work in IPI shops shall wear an appropriate belt. The purchase of web belts may be included as part of the $205 uniform allotment. Personal belts must be black or brown with no lettering, symbols, or buckles.

D. Accessories

Any clothing or accessories which may be a health or safety hazard will not be worn, nor will any clothing which may be detrimental to the mission or philosophy of the IDOC or IPI.

E. Shoes

1. All shop and warehouse employees (other than purchasing or clerical) shall wear steel toed or equally safe footwear conforming to the ANSI 241 PT 91 Standard. Shoes or slip-on boots that are black or brown in color are authorized.

2. IPI will reimburse its staff for Safety Shoes/Boots up to $150 per year. Proof of footwear meeting this standard must be made available when requesting reimbursement for safety shoes purchased from vendors. It is the employee's responsibility to maintain the appearance of their footwear.

F. Uniform Style and Color

IPI has standard colors of uniforms across all institutions and off-grounds operations.

1. Shirts worn by IPI staff must be charcoal/dark gray and will have the IPI logo.

2. Coats that are reimbursed must be charcoal/dark gray and will have the IPI logo.

3. Pants must be black for all institution staff; off-grounds staff may wear khaki or black pants.

4. The Farm Director, in consultation with the local DOC institution, will determine the colors and type of uniform worn by IPI Farms staff.

5. For situations such as internships or temporary employees, IPI Managers will determine uniform requirements and reimbursement, taking into account the employee's safety and security.

G. Prescription Safety Glasses

1. Prescription safety glasses or safety goggles worn in accordance with the hazard assessment of the work being performed shall be reimbursed up to $100 per years.

2. Employees are responsible for the cost of the examination and all costs above the allowable costs paid by IPI.

3. Non-prescription safety glasses will be provided by IPI.