### Made-to-Measure Sizing Form

- **Facility:** ___________________________  **Date:** ___________________________
- **Employee:** ___________________________  **ID#:** ___________________________
- **Weight:** __________  **Height:** __________  **Male:** __________  **Female:** __________
- **Measured By:** ___________________________

#### Shirts/Coats/Jackets

**For Males**

- CHEST: Measure well up under arms, across shoulder blades and over fullest part of chest. Hold tape measure firmly but not tightly and level (straight) across the back. __________ inches
- NECK: Measure where a buttoned shirt would fit around neck. Hold tape measure neither tight enough to choke nor loose enough to sag. __________ inches
- UPPER ARM: Measure dominant arm, muscle flexed, at fullest point. __________ inches
- FOREARM: Measure dominant arm 2" below elbow. __________ inches
- SHIRT: Measure from highest point of shoulder next to collar, close to neck, down to bottom of trouser fly. __________ inches
- JACKET: Measure from highest point of shoulder next to collar, close to neck, down to bottom of duty belt. __________ inches
- SLEEVE: Measure from middle of back of neck across the shoulder and around the point of the bent elbow to the wristbone. __________ inches

**For Females**

- BUST: Measure around fullest part of bust, holding tape gently. Keep tape straigth and level. __________ inches
- NECK: Measure where a buttoned shirt would fit around neck. Hold tape measure neither tight enough to choke nor loose enough to sag. __________ inches
- UPPER ARM: Measure dominant arm, muscle flexed, at fullest point. __________ inches
- FOREARM: Measure dominant arm 2" below elbow. __________ inches
- SHIRT: Measure from highest point of shoulder next to collar, close to neck, down to bottom of trouser fly. __________ inches
- JACKET: Measure from highest point of shoulder next to collar, close to neck, down to bottom of duty belt. __________ inches
- SLEEVE: Measure from middle of back of neck across the shoulder and around the point of the bent elbow to the wristbone. __________ inches

#### Trousers

- WAIST: Measure over shirt, not over trouser, at the position you normally wear your trousers. Hold tape firmly but not tightly. __________ inches
- HIP (SEAT): Measure around fullest part of seat. Snug but not tight. __________ inches
- INSEAM: Measure well fitting trousers of same style along inner seam from crotch seam to bottom of leg. The finished hem length should be 1/2 " to 1" above the top of the shoe heel. __________ inches
- OUTSEAM: With a similar style shoe as the uniform shoe, measure from the bottom of the waistband to exactly where the trousers should touch the shoe. __________ inches
- THIGH: Measure around thigh (parallel to ground) 1" below crotch. Hold tape snug, but not tight. __________ inches

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*Attachment C, DJJ 3.12*