



**Administrative Policies and Procedures: 1.18**

<b>Subject:</b>	<b>Uniformed Employee Grooming Requirements and Provisions for Uniforms</b>
<b>Authority:</b>	TCA 37-5-105(3); 37-5-106
<b>Standards:</b>	None
<b>Application:</b>	To All Department of Children's Services Employees who are Required to wear Uniforms
<b>Policy Statement:</b>	
The Department of Children's Services (DCS) provides uniforms for employees who are required to wear uniforms in the performance of their job duties. All uniformed employees will maintain a well-groomed appearance and conduct themselves in a professional manner.	
<b>Purpose:</b>	
To establish procedures for the issuance and responsibility for maintenance of uniforms for employees who are required to wear uniforms and standards for personal appearance and grooming.	
<b>Procedures:</b>	
<b>A. Appearance guidelines for uniformed employees</b>	<ol style="list-style-type: none"> <li>1. Employees are expected to maintain their uniforms in good repair and in a neat and clean manner.</li> <li>2. Supervisors inspect employees prior to the beginning of the shift to ensure uniforms are neat in appearance and worn in an acceptable manner. Appropriate corrective action is taken immediately by supervisors to ensure compliance whenever necessary. Appearance requirements are followed as outlined below: <ol style="list-style-type: none"> <li>a) Hair is clean, groomed, and worn in a manner that does not pose a danger to the employee's safety.</li> <li>b) Beards are no longer than one inch in length, kept neat, clean, trimmed, and shaved around the collar.</li> <li>c) Mustaches do not exceed one inch in length and do not extend beyond the corners of the mouth. Any other lower facial hair falls under the category of a beard.</li> <li>d) Sideburns are trimmed and may not flair or extend below the ear lobe.</li> <li>e) Jewelry is limited to a watch and two finger rings. Ear wear is limited to one pair of stud earrings.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>f) Fingernails are trimmed to a length not to exceed the end of the fingers in an effort to prevent interference or injury in the performance of job duties, especially when physical contact with a child/youth is required.</li> <li>3. The uniforms provided to employees are worn during the course of duty <u>only</u>. Uniforms and accessories are not worn off duty unless in direct transit to and from work. Any employee wearing his/her uniform or any part thereof while not on duty may be subject to disciplinary action.</li> <li>4. The DCS insignia patch is attached one inch below the shoulder seam on both sleeves of all coats, lab jackets and shirts.</li> <li>5. In addition to the patches, only the following insignia worn on the right breast pocket are appropriate for uniform dress (see exception for health care professionals in <i>Section E</i>):             <ul style="list-style-type: none"> <li>a) The Emergency Medical Technician (EMT) certification pin is worn on the left corner of the pocket flap.</li> <li>b) The Cardiac Pulmonary Resuscitation (CPR) certification pin is worn on the right corner of the pocket flap.</li> <li>c) An employee who wears an insignia as part the uniform must remove it within five (5) working days after termination of the membership or certification represented by the insignia.</li> </ul> </li> <li>6. All uniformed employees wear facility photo identification badges displayed on the left breast pocket, or left side of uniform. Photo identification badges may also be worn around the neck on a breakaway strap, in addition to other approved insignia pins or badges.</li> <li>7. Refer to the <a href="#">Employee Handbook</a>, for additional information on employee dress and grooming.</li> </ul>
<p><b>B. YDC Youth Service Officer (YSO)</b></p>	<p>The Superintendent of a Youth Development Center has the authority to amend the uniform attire for all positions at the facility with prior approval of the Deputy Commissioner of Juvenile Justice.</p> <ul style="list-style-type: none"> <li>1. Uniforms for Youth Service Officers (YSOs) at a Youth Development Center (YDC) consist of the following:             <ul style="list-style-type: none"> <li>a) One (1) blue baseball style cap with Department of Children’s Services patch displayed above the bill of the cap;</li> <li>b) Four (4) state issued polo shirts;</li> <li>c) Four (4) pairs of state issued pants;</li> <li>d) One (1) navy blue coat; and</li> <li>e) One (1) black belt (worn with uniform).</li> <li>f) Footwear is black leather or synthetic leather and furnished by the employee. The employee is responsible for ensuring that the footwear meets the appropriate standards for assigned tasks. Socks are black or navy blue and furnished by the employee.</li> </ul> </li> </ul>

	<ol style="list-style-type: none"> <li>2. Any employee who does not successfully complete the probationary period, or resigns from state service is required to return all uniforms.</li> <li>3. All YSOs are required to wear a first responder pouch attached to their belt during duty hours. The pouch is either issued during roll call at the beginning of the shift or may be assigned to the YSO. At the end of the shift, unassigned pouches are returned, checked by the shift supervisor and restocked as needed for use by the next shift.</li> </ol>
<p><b>C. Recreational employees</b></p>	<p>YDC employees who perform recreational duties may wear personal clothing appropriate for the recreational activity.</p>
<p><b>D. Food service employees</b></p>	<p>Uniforms for food service employees at a YDC consist of the following:</p> <ul style="list-style-type: none"> <li>◆ Up to four (4) state issued polo shirts;</li> <li>◆ Up to four (4) pairs state issued pants;</li> <li>◆ Hair nets, cello-caps, acceptable baseball style caps; etc., as needed; and</li> <li>◆ No slip, close toe shoes.</li> </ul>
<p><b>E. Health Care employees uniforms</b></p>	<ol style="list-style-type: none"> <li>1. Uniforms for health care employees at a YDC consist of the following:             <ol style="list-style-type: none"> <li>a) Two (2) long sleeve three-quarter clinic/lab jackets and up to three (3) one or two piece scrub apparel are issued to nursing employees as approved by the DCS Director of Nursing.</li> <li>b) Two (2) white clinic/lab jackets are issued to medical associates to wear over business attire. The DCS patch is attached to both sleeves.</li> </ol> </li> <li>2. Professional school pins, professional certification pins, and service pins are pinned to the upper left side of uniform/lab pocket.</li> </ol>
<p><b>F. Maintenance, boiler operators, water, and waste treatment employees</b></p>	<p>Uniforms for maintenance, boiler operator, water and waste treatment employees at a YDC consist of the following:</p> <ul style="list-style-type: none"> <li>◆ Up to three (3) medium-green, permanent press, poly/cotton, long sleeve shirts;</li> <li>◆ Up to three (3) medium-green, permanent press, poly/cotton, short sleeve shirts;</li> <li>◆ Up to three (3) pairs of dark green, state issued permanent press, poly/cotton, work pants or overalls;</li> <li>◆ One (1) dark green work jacket; and</li> <li>◆ One (1) pair black safety shoes or boots.</li> </ul>

<p><b>G. Fire Safety Officer</b></p>	<p>At the discretion of the YDC Superintendent, uniforms for Fire Safety Officers at a YDC consist of the following:</p> <ul style="list-style-type: none"> <li>◆ A combination of up to three (3) red, blue or white short-sleeved golf shirts with the name of the Fire Safety Officer (FSO) embroidered in gold on the right side, and with the wording “<b>FIRE SAFETY INSPECTOR</b>” embroidered on the left side above the pocket.</li> <li>◆ Up to three (3) pairs of dark blue state issued pants (fabric content per state contract);</li> <li>◆ One (1) black belt; and</li> <li>◆ One (1) navy blue jacket.</li> </ul>
<p><b>H. Regional transportation officers</b></p>	<ol style="list-style-type: none"> <li>1. The standard uniforms for Regional Transportation Officers consists of the following:             <ol style="list-style-type: none"> <li>a) One(1) black baseball style cap with Department of Children’s Services patch displayed above the bill of the cap;</li> <li>b) Four (4) state issued polo shirts;</li> <li>c) Four (4) pairs of state issued pants;</li> <li>d) One (1) black coat;</li> <li>e) One (1) black belt (worn with uniform); and</li> <li>g) Footwear is black leather or synthetic leather and furnished by the employee. The employee is responsible for ensuring that the footwear meets the appropriate standards for assigned tasks. Socks are black or navy blue and furnished by the employee.</li> <li>h) A standard DCS badge is issued to all Transportation Officers. The badge is gold in color and worn on their belt in full view of the public.</li> </ol> </li> <li>2. Employees acquiring traditional standard uniforms or alternative standard uniform items from TRICOR that do not successfully complete their probationary period or resign from state service, are required to return all uniforms and clothing items as outlined in <i>Section L</i> of this policy.</li> </ol>
<p><b>I. Absconder Unit</b></p>	<ol style="list-style-type: none"> <li>1. Absconder Investigators wear uniforms when out in the public searching for youth. The following items are issued:             <ol style="list-style-type: none"> <li>a) Four (4) state issued polo shirts with the logo “Absconder Unit” stitched on the top right corner of the shirt;</li> <li>b) Four (4) pairs of state issued pants;</li> <li>c) One (1) jacket with the logo “Absconder Unit”;</li> <li>d) One bullet resistant vest;</li> <li>e) The employee is responsible to provide footwear and socks. Footwear is black leather or synthetic leather, and socks are black or navy blue. The employee is responsible for ensuring that the footwear meets the</li> </ol> </li> </ol>

	<p>appropriate standards for assigned tasks.</p> <p>f) A standard gold DCS badge is issued to Absconder Investigators. The badge is kept concealed in a pocket, not worn on a belt or around the neck and are only used when identifying themselves.</p> <p>2. Employees who do not successfully complete their probationary period or resign from state service are required to return all uniforms and clothing items as outlined in Section L of this policy.</p>
<p><b>J. Issuance and/or replacement</b></p>	<p>1. Initial issuance of uniforms is ordered as needed.</p> <p>2. Replacement uniforms are ordered as needed using form <b>CS-0602, Uniform Replacement Request</b>. The facility administrator/designee must agree that used uniforms are no longer serviceable before they are replaced. If an employee is requesting multiple uniform replacements in less than six (6) months, the request should be considered on a case-by-case basis.</p> <p>3. All uniform articles being exchanged due to damage, or wear and tear, are laundered and returned to the facility.</p> <ul style="list-style-type: none"> <li>◆ Deliberate destruction, improper care, or unsightly appearance of state-issued uniform items may be cause for disciplinary action.</li> </ul> <p>4. The TCA designee maintains an itemized inventory of all uniforms and equipment issued to employees. Reports of issued uniforms and equipment are provided by the TCA as requested. Each facility or office collects and maintains a copy of the employee provisions order form issued to each employee.</p> <p>5. The employee provisions order form is maintained as long as the employee remains employed with DCS.</p>
<p><b>K. Optional Clothing items</b></p>	<p>1. Optional items may be worn by officers (i.e., navy blue military type sweaters, navy blue windbreakers) at the facility administrator’s discretion but at no cost to the state.</p> <p>2. At the Superintendent’s discretion, special utility uniforms (overalls, etc.) may be issued to employees on special assignment such as outside security, outside painting by maintenance, outside assignments for inclement weather, etc.</p>
<p><b>L. Requirements/ responsibilities of employees</b></p>	<p>1. All uniforms and items are returned in a clean or professionally laundered condition upon retirement, resignation, or termination.</p> <p>2. Each administrator/designee requires all new employees to sign form <b>CS-0600, Acknowledgement of Payroll Deduction Authorization for Reimbursement of Assigned State Property</b> acknowledging that they are aware of the uniform requirements. The acknowledgement form obligates the employee to <u>authorize payroll deduction</u> of the cost of uniforms, equipment, accessories and other State Property if the items are not returned in accordance with requirements.</p> <p>3. Each facility/office is responsible for the collection of the uniforms and accessories.</p>

	<p><b>Note:</b> Non-YDC Employees, refer to the <a href="#"><u>Protocol for Employee Conduct and Dress Code</u></a> for information regarding appropriate dress code requirements that promote DCS expectations for professional dress attire in the working environment.</p>
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<p><b>Forms:</b></p>	<p><a href="#"><u>CS-0600, Acknowledgement of Payroll Deduction Authorization for Reimbursement of Assigned State Property</u></a> <a href="#"><u>CS-0602, Uniform Replacement Request</u></a></p>
<p><b>Collateral documents:</b></p>	<p><a href="#"><u>Protocol for Employee Conduct and Dress Code</u></a> <a href="#"><u>Employee Handbook</u></a></p>