



Administrative Policies and Procedures: 1.18

Subject:	Uniformed Employee Grooming Requirements and Provisions for Uniforms
Authority:	TCA 37-5-105(3); 37-5-106
Standards:	DCS Practice Model Standard: 2-104A
Application:	To All Department of Children's Services Employees who are Required to wear Uniforms
Policy Statement:	
The Department of Children's Services (DCS) will provide 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.	
Purpose:	
To establish procedures for the issuance and responsibility for maintenance of uniforms for employees who are required to wear uniforms.	
Procedures:	
A. Appearance guidelines for uniformed employees	<ol style="list-style-type: none"> 1. Employees are expected to maintain their uniforms in good repair and in a neat and clean manner. 2. Supervisors will 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 will be taken immediately by supervisors to ensure compliance whenever necessary. Appearance requirements will be followed as outlined below: <ol style="list-style-type: none"> a) Hair must always be clean, groomed, and worn in a manner so that it does not pose a danger to the employee's safety. b) Beards must be no longer than one inch in length, kept neat, clean, trimmed, and shaved around the collar. c) Mustaches must not exceed one inch in length and will not extend beyond the corners of the mouth. Any other lower facial hair falls under the category of a beard. d) Sideburns are trimmed and may not flair or extend below the ear lobe. e) Jewelry must be limited to a watch and two finger rings. Ear wear must be limited to one pair of stud earrings. f) Fingernails trimmed to a length not to exceed the end of the fingers in an

	<p>effort to prevent interference or injury in the performance of job duties, especially when physical contact with a child/youth is required.</p> <ol style="list-style-type: none"> 3. The uniforms provided to employees are to be worn during the course of duty <u>only</u>. Uniforms and accessories are not to be 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. 4. The DCS insignia patch must be attached one inch below the shoulder seam on both sleeves of all coats, lab jackets and shirts. 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>): <ol style="list-style-type: none"> a) The Emergency Medical Technician (EMT) certification pin will be worn on the left corner of the pocket flap. b) The Cardiac Pulmonary Resuscitation (CPR) certification pin will be worn on the right corner of the pocket flap. c) Nameplates will be worn to overlap the seam of the right shirt pocket showing the employee's name and facility/region's initials. Youth service officers will wear silver nameplates. Ranking officers will wear gold nameplates. d) Specialty units such as K-9 and emergency response team members may apply the appropriate insignia as approved by local procedures. e) An employee who wears an insignia as part of their uniform must remove it within five (5) working days after termination of the membership or certification represented by the insignia. 6. With the exception of security employees, all other uniformed employees will 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. 7. Refer to the <u>DCS Personnel Handbook</u>, for additional information on employee dress and grooming.
<p>B. Security employees</p>	<ol style="list-style-type: none"> 1. The Superintendent of a youth development center will have the authority to amend the uniform attire for all positions at his/her facility with prior approval of the Executive Director of Juvenile Justice. 2. Uniforms for security employees at youth development centers (YDC) will consist of the following: <ol style="list-style-type: none"> a) Two (2) dark blue clip-on ties or two-crossover style ties (females only); b) One (1) high crowned, blue baseball style cap with Department of Children's Services patch displayed above the bill of the cap; c) One (1) badge worn above the left shirt pocket, silver colored with blue background for officers, and gold colored with blue background for

	<p>ranking officers;</p> <ul style="list-style-type: none"> d) Five (5) medium-blue, long sleeve, permanent press, poly/cotton shirts; e) Five (5) medium-blue, short sleeve, permanent press, poly/cotton shirts; f) Five (5) pair of dark blue pants (fabric content per contract); g) One (1) navy blue coat; and h) One (1) black belt. i) Footwear must be black leather or synthetic leather. If special footwear is needed by the employee and is not available on state contract, the employee may purchase his/her own footwear. The employee will be responsible for ensuring that the footwear meets the appropriate standards for security tasks. Socks must be black or navy blue and furnished by the employee. <p>3. Any employee who does not achieve civil service status after his/her probationary period, or resigns from state service will be required to return all uniforms.</p> <p>4. Long or short sleeve shirts will be at the discretion of the employee. Shirt sleeves must not to be rolled up and must be buttoned at the cuffs.</p> <p>5. Black belts must be worn with uniforms.</p> <p>6. Ranking officers will be issued the appropriate gold insignia that will be worn on shirt collars. No other insignia will be worn on shirt collars. Sleeve chevrons will not be worn.</p> <p>7. All security employees are required to wear a first responder pouch attached to their belt during duty hours. The pouch must be either issued during roll call at the beginning of the shift or may be assigned to the officer. At the end of the shift, unassigned pouches must be turned in, checked by the shift supervisor and restocked as needed for use by the next shift.</p>
<p>C. Recreational employees</p>	<p>YDC employees who perform recreational duties may wear personal clothing appropriate for the recreational activity.</p>
<p>D. Food service employees</p>	<p>Uniforms for food service employees at YDC's will consist of the following:</p> <ul style="list-style-type: none"> 1. Five (5) white, uniform style, permanent press, short sleeve shirts; 2. Five (5) navy blue permanent press pants; 3. Hair nets, cello-caps, acceptable baseball style caps; etc., as needed; and 4. Shoes.
<p>E. Health care employees</p>	<p>1. Uniforms for health care employees at YDC's will consist of the following:</p>

<p>uniforms</p>	<p>a) Two (2) long sleeve three-quarter clinic/lab jackets and five (5) one or two piece scrub apparel will be issued to nursing employees (e.g., RN's, LPN's, etc.), as approved by the YDC Health Services Coordinator.</p> <p>b) Two (2) white clinic/lab jackets will be issued to medical associates to wear over business attire. The DCS patch must be attached to both sleeves.</p> <p>2. Professional school pins, professional certification pins, and service pins must be pinned to the upper left side of uniform/lab pocket.</p>
<p>F. Maintenance, boiler operators, water, and waste treatment employees</p>	<p>Uniforms for Maintenance, boiler operator, water and waste treatment employees at YDC's will consist of the following:</p> <ol style="list-style-type: none"> 1. Five (5) medium-green, permanent press, poly/cotton, long sleeve shirts; 2. Five (5) medium-green, permanent press, poly/cotton, short sleeve shirts; 3. Five (5) pair of dark green, permanent press, poly/cotton, work pants or overalls; 4. One (1) dark green work jacket; and 5. One (1) pair black safety shoes or boots.
<p>G. Fire safety officer</p>	<p>At the discretion of the YDC Superintendent, uniforms for fire safety officers at YDC's will consist of the following:</p> <ol style="list-style-type: none"> 1. A combination of five (5) 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 "FIRE SAFETY INSPECTOR" embroidered on the left side above the pocket. 2. Five (5) pair of dark blue pants (fabric content per state contract); 3. One (1) black belt; and 4. One (1) navy blue jacket.
<p>H. Regional transportation officers</p>	<ol style="list-style-type: none"> 1. Regional Transportation Officers may choose to wear either a traditional standard uniform or an alternative standard uniform as described below. The traditional standard uniforms and the alternative standard uniforms are ordered from the Tennessee Rehabilitative Initiative in Correction (TRICOR). 2. Regional Transportation Officers who chooses the traditional standard uniform will comply with procedures in Sections A, B, I, and K. 3. Transportation Officers may choose to have both traditional standard uniforms and alternative standard uniforms. In no situation will the total number of uniforms available to a Transportation Officer exceed five (5) pairs of pants and five (5) shirts. The traditional standard uniform is as described in

	<p><i>Section B</i> of this policy.</p> <p>4. The alternative standard uniform is described below:</p> <ul style="list-style-type: none"> a) Black battle dress uniform (BDU) pants. b) Long or short sleeve polo shirts with collar (100% cotton) either black or gray in color. Polo shirts will be embroidered on the left chest area with "DCS" in block letters. c) On the right chest area the employee's first name initial and last name will be embroidered on the first line with the employee's rank embroidered on the second line. All embroidery will be in gold thread. Names will not be embroidered on shirts ordered until such time as an employee has completed his/her initial probation period. Initial shirt orders are limited to three (3) shirts. d) One high crowned baseball style cap (optional). e) One black belt. f) One dark (black or navy) coat (field jacket, fleece, or water resistant). g) Footwear – must be black leather or synthetic leather. If special footwear is needed by the employee and is not available from TRICOR or on state contract, the employee may purchase his/her own footwear and will be responsible for ensuring that the footwear meets the appropriate standards as for security tasks. h) Socks must be black or navy and are to be furnished by the employee. i) Transportation Officers will also be provided with fitted Kevlar vest upon their request. j) A standard DCS badge will be issued to all Transportation Officers. The badge will be gold in color and will be worn on their belt in full view of the public. <p>5. Employees acquiring traditional standard uniforms or alternative standard uniform items from TRICOR that do not achieve civil service status after their probationary period or resign from state service, will be required to return all uniforms and clothing items as outlined in <i>Section K</i> of this policy.</p>
<p>I. Issuance and/or replacement</p>	<ul style="list-style-type: none"> 1. Uniforms will be provided by the <i>Tennessee Rehabilitative Initiative in Correction</i> (TRICOR) and will be issued at the Tennessee Correction Academy (TCA). 2. Initial issuance of uniforms will be ordered as needed. Fitting of uniforms will be by individual measurements or from trying on sample uniforms. 3. Replacement uniforms will be ordered as needed using form CS-0602, Uniform Replacement Request. The facility administrator/designee must agree that used uniforms are no longer serviceable before they are replaced. Uniforms should not be considered replaceable for a minimum of one (1) year.

	<ol style="list-style-type: none"> 4. All uniform articles being exchanged due to damage, or wear and tear, must be laundered and returned to the facility. 5. Deliberate destruction, improper care, or unsightly appearance of state-issued uniform items may be cause for disciplinary action against an employee. 6. The TCA designee will maintain an itemized inventory of all uniforms and equipment issued to employees. Reports of issued uniforms and equipment will be provided by the TCA as requested. Each facility or office will collect and maintain a copy of the employee provisions order form issued to each employee. 7. The employee provisions order form will be maintained as long as the employee remains employed with DCS.
<p>J. Optional clothing items</p>	<ol style="list-style-type: none"> 1. Optional items may be worn by security personnel (i.e., navy blue military type sweaters, navy blue windbreakers) at the facility administrator's discretion but at no cost to the state. 2. At the Superintendent's discretion, special utility uniforms (overalls, etc.) may be issued to employees on special assignment such as canine (K-9), outside security, outside painting by maintenance, outside assignments for inclement weather, etc.
<p>K. Requirements/ responsibilities of employees</p>	<ol style="list-style-type: none"> 1. All uniforms and items must be returned in a clean or professionally laundered condition upon retirement, resignation, or termination. 2. Each administrator/designee will require all new employees to sign form <i>CS-0600, Acknowledgement of Payroll Deduction Authorization for Reimbursement of Assigned State Property</i> acknowledging that they are aware of the uniform requirements. The acknowledgement form will obligate 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. 3. Each facility/office will be responsible for the collection of the uniforms and accessories.
<p>L. Violations</p>	<p>Violations of this policy must be reported to the appropriate supervisor for corrective action.</p>

<p>Forms:</p>	<p><u><i>CS-0600, Acknowledgement of Payroll Deduction Authorization for Reimbursement of Assigned State Property</i></u> <u><i>CS-0602, Uniform Replacement Request</i></u></p>
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Collateral documents:	<u>DCS Personnel Handbook</u>
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