



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 506.24

Page 1 of 5

Effective Date: March 1, 2020

Distribution: B

Supersedes: 506.24 (3/1/17)

Approved by: Tony Parker

Subject: PROVISION AND MAINTENANCE OF NON-SECURITY UNIFORMS

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. PURPOSE: To provide guidelines for the issuance, wearing, and maintenance of uniforms to non-security personnel.
- III. APPLICATION: To the Assistant Commissioner of Prisons, Assistant Commissioner of Operational Support, Assistant Commissioner of Rehabilitative Services, and all non-security employees who are required to wear uniforms.
- IV. DEFINITIONS: None.
- V. POLICY: The Tennessee Department of Correction (TDOC) shall enforce acceptable standards for the issuance, wearing, and maintenance of uniforms by non-security employees.
- VI. PROCEDURES:
 - A. Each facility will be responsible for ordering uniform items from the contract uniform vendor as needed for non-security staff.
 - B. Name tags and institutional ID badges indicating the employee's name, etc., shall be issued by the institution.
 - C. Uniform Issue:
 1. Food Service Uniforms:
 - a. The standard items issued shall be as follows:
 - (1) Red polo style short sleeved shirts (issued by the food services contract vendor.
 - (2) Four pair black, permanent press pants, and an issue of two per year thereafter
 - (3) One pair black leather oxford support, rubber-soled, low-heeled shoes per year
 - (4) One coat/jacket
 - (5) Each facility will be responsible for ordering items 2, 3, and 4 from the contract uniform vendor as needed.

Effective Date: March 1, 2020	Index # 506.24	Page 2 of 5
Subject: PROVISION AND MAINTENANCE OF NON-SECURITY UNIFORMS		

- b. Hair nets, beard guards, and/or cello-caps shall be provided as needed by the contract vendor.
- c. Food service directors and assistant food service managers may wear business attire (including neck tie for males) or food service uniforms.
- d. If a belt is worn with the uniform, it should be plain black with a buckle no more than three inches in diameter. If suspenders are worn, they should be a solid dark color.

2. Maintenance, Warehouse, Water and Waste Treatment Uniforms

- a. The clothing issued to maintenance, warehouse, water, and waste treatment workers will be ordered from the contract vendor by each facility and shall be as follows:
 - (1) Four medium green, permanent press, poly/cotton, short-sleeved work shirts, and an issue of two per year thereafter
 - (2) Four pairs of dark green, permanent press, poly/cotton work pants, and an issue of two per year thereafter
 - (3) One pair of black safety shoes or boots per year
 - (4) One coat/jacket
- b. Each facility will be responsible for providing protective clothing as needed.
- c. If a belt is worn with the uniform, it should be plain black with a buckle no more than three inches in diameter. If suspenders are worn, they should be a solid dark color.

D. Uniform Dress Code

- 1. Employees are expected to maintain their uniforms in clean condition and good repair.
- 2. The uniforms provided to employees are to be worn during the course of employment. The 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 will be subject to disciplinary action.
- 3. The TDOC shoulder patches shall be fastened one inch below the shoulder sleeve seam on both sleeves of all shirts, except food service staff uniforms.

Effective Date: March 1, 2020	Index # 506.24	Page 3 of 5
Subject: PROVISION AND MAINTENANCE OF NON-SECURITY UNIFORMS		

4. In addition to the patches, only the following insignia worn on the right breast pocket are appropriate for uniform dress.
 - a. The EMT certification pin shall be worn on the left corner of the pocket flap.
 - b. The CPR certification pin shall be worn on the right corner of the pocket flap.
 - c. Name tags showing the employee's name and institution's initials shall be worn to overlap the seam of the right shirt pocket. Silver tags shall be issued to non-security employees.
 - d. Anyone who wears an insignia approved by this policy as part of their uniform must remove it within five working days after termination of the membership or certification.
 - e. (Optional) "Service since" tags may be attached to name plates.
 - f. Employees awarded the Medal of Valor and/or the Medal of Merit by the TDOC may wear their award ribbon(s) on their uniforms. The medal (ribbon) shall be worn centered one-quarter inch above the name plate on the right side of the uniform shirt. Employees who have received both the Medal of Merit and Medal of Valor shall display them to show the Medal of Valor ribbon above all other recognition pins/ribbons. An American flag lapel pin (no larger than one inch square) may be worn above the center of the left pocket. If no pocket is available, the pin may be worn in another appropriate area on the left side above the heart.
5. Jewelry will be limited to a watch and one ring per hand. Female employees may wear stud/post style (non-dangling) earrings only. Male employees are expressly prohibited from wearing earrings of any type while in uniform.

E. Termination of Employment:

1. All TDOC issued uniforms, except footwear, must be returned to the institution in a cleaned or professionally laundered condition upon retirement, resignation, or termination.
2. Employees separated within the first six months of service shall retain issued footwear and shall be required to reimburse the TDOC for the purchase price of the shoes, per Policy #306.02.
3. Upon being issued TDOC uniforms, employees shall sign a Payroll Deduction Authorization, CR-4042, and the cost of the uniforms shall be collected from the employee's last payroll check should the employee fail to return the uniforms within the specified period of time. One copy will be retained by the designated facility staff member, one copy will be placed in the employee's property file, and one copy will be given to the employee.

Subject: PROVISION AND MAINTENANCE OF NON-SECURITY UNIFORMS

4. All items must be returned to the TDOC within three business days of an employee's last day of work. The facility will ensure that the Payroll Deduction Authorization, CR-4042, is completed and properly filed when the garments are returned. See Policy #306.02.
5. TDOC staff will examine all returned items to ascertain if they are acceptable to be used for replacement of damaged uniforms. All returned items found to be reusable will be cleaned prior to reissue.

Used clothing will be issued as first preference to all staff. Clothing that has been in service for more than one year and is found to be unacceptable for reuse will be disposed of in the following manner:

- a. The institutional property officer will complete a Property Disposal sheet in the Edison system.
 - b. Once the property officer receives permission from Department of General Services, surplus property division, he/she shall make the necessary arrangements to have the clothing shredded or burned before the clothing leaves state property.
6. Employees who transfer to another TDOC facility shall take all standard issue clothing/items with them, except facility ID badges. Optional clothing items shall be retained by the institution.

F. Notification of Uniform Replacement and/or New Issue:

1. All TDOC issued uniform articles being exchanged due to damage or wear and tear must be laundered prior to time for return. The Warden/Superintendent/designee must agree that used uniforms are no longer serviceable before they are replaced.
2. The deliberate destruction, improper care, or unsightly appearance of state-issued uniform items shall be cause for disciplinary action against an employee for careless, negligent, or improper use of state property. [Rules of Tennessee Department of Human Resources 1120-10-.06(3)]

G. Optional Items: Any additional uniform items are assigned at the discretion of the Warden/Superintendent.

VII. ACA STANDARDS: 4-4065.

VIII. EXPIRATION DATE: March 1, 2023.

