



Office of the Director

District of Columbia
DEPARTMENT OF CORRECTIONS
Washington, D.C. 20001

OPI: ADA
Number: 3360.6
Effective Date: September 18, 1992
Chapter: Personnel Management

DEPARTMENT ORDER

SUBJECT: Employee Uniform Clothing Issue and Replacement

I. **Purpose:** To establish policy and procedures for individual accountability of uniform clothing items issued to employees of the D.C. Department of Corrections (DCDC).

II. **Policy:** It is the policy of the DCDC to provide specific clothing items to employees who are required to wear uniforms as a condition of employment, i.e., correctional officers, food service and maintenance staff. Clothing items shall be issued within six (6) weeks of an employees E.O.D. (Entry on Duty Date).

III. **Applicability:** This order is applies to uniform employees of the DCDC.

IV. **Authority:** The Associate Director for Administration is delegated authority to implement the requirements of this Order. This authority may be redelegated.

V. **Procedures:**

A. **Criteria for Uniform Issuance:**

1. The Department shall issue basic uniform items to employees as specified in Article 17 of the negotiated Union Agreement between Teamsters Local 1714 and the District of Columbia Government Department of Corrections.

2. Records of initial and subsequent uniform issue transactions shall be kept on file in the Clothing Issue Office. Each transaction shall be properly recorded and signed by appropriate parties.

3. After the initial issuance of uniform items, the Clothing Issue Officer shall exchange uniform items on an item-for-item basis as necessary.

a. Uniform items which are to be exchanged should be in serviceable condition, so that they may be re-issued as needed.

b. Employees are responsible for costs of damages, cleaning, and alterations to uniform items turned in for exchange.

4. Uniform items damaged or made unserviceable due to normal depreciation (wear and tear) may be turned in to the Clothing Issue Officer and exchanged at no additional cost to the employee.

5. A statement of charges may be levied to an employee who attempts to exchange uniform items damaged or made unserviceable due to neglect or misuse by the employee. Charges will be based on the current replacement value (cost) at the time of the transaction.

6. An employee of the DCDC whose status changes from "uniform" to "non-uniform" shall turn in any and all uniform items previously issued. This action should be completed by the employee within six (6) months of the change in duty status. A notice of receipt for returned items shall be rendered to the employee by the Clothing Issue Officer. When all previously issued items are properly returned, the Clothing Issue file for the employee will become "closed".

B. Report of Loss - Uniform Issue:

1. When uniform issue items have been lost, destroyed, or stolen, a Report of Loss - Uniform Issue (Form Memorandum, Attachment #1) must be completed in order for the Clothing Issue Officer to replace any missing uniform item. This form may be obtained at the Clothing Issue Office and may be duplicated as needed. Previously used forms are obsolete.

2. Employees who wish to replace lost uniform items will complete and sign the Form Memorandum, Sections "A" and "B". Should more than four (4) items be lost, additional forms will be used. Each form must be completed as outlined in this Order.

3. The appropriate supervisor will complete, date and sign Section "C" of the Form Memorandum. The completed Form Memorandum and supporting documentation will be forwarded, through the chain-of-command, to the Institution Administrator for an appropriate recommendation.

4. The Institution Administrator or his/her designee will date and sign Section "D" of the Form Memorandum, and submit the completed form and any supporting documentation to the Clothing Issue Officer for action.

- a. Should the Institution Administrator's recommendation be to replace the uniform items at Department expense, the item(s) may be reissued to the employee.
- b. Should the Institution Administrator's recommendation be to replace the uniform items at the employee's expense, no re-issue will be made until the employee obtains verification of payment from the Office of Inmate Finance.
- c. The cost of replacement must be computed and entered in Section "E" of the Form Memorandum by the Clothing Issue Officer.
- d. When the uniform items are re-issued to the employee, The Clothing Issue Officer will complete, date, sign and file the original copy of the Form Memorandum. Copies of the transaction may be made and distributed to offices and the affected employee.

IV. References:

A. Agreement Between Teamsters Local 1714 and the Government of the District of Columbia Department of Corrections, dated July 7, 1986.

B. Department Order 3380.1, subject: "Department Clearance," dated April 1, 1985.



Walter B. Ridley
Director

Attachment: Form Memorandum

D.C. DEPARTMENT OF CORRECTIONS
OFFICE OF PROCUREMENT & PROPERTY MANAGEMENT
SUPPLY MANAGEMENT OFFICE

Date: _____

MEMORANDUM:

TO: Clothing Issue Officer

FROM:

SUBJECT: Report of Loss; Uniform Issue

A. DESCRIPTION OF ITEM(S) LOST:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

B. CIRCUMSTANCES OF LOSS:

Date: _____ Signature of Employee: _____

C. SUPERVISOR'S REPORT:

The above item(s) was/were lost due to:

___ No fault of the employee.

___ Negligence by the employee.

Date: _____ Supervisor's Signature: _____

Telephone: _____

D. ADMINISTRATOR'S RECOMMENDATION:

___ Replace at Department's expense.

___ Replace at employee's expense.

Date: _____ Signature: _____

E. CLOTHING ISSUE OFFICER ACTION:

The above issue items were replaced on _____.

Cost of replacement: \$ _____.

Date: _____ Signature: _____