



CITY OF KETTERING ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES

Policy No. 803: Uniforms

A. Police and Fire Departments

1. Uniformed members of the Police and Fire Departments shall be provided an initial uniform at the start of his/her employment with the City which shall remain the property of the City. Each employee shall be responsible to see that his/her uniforms are neat, clean and free from defects. Uniforms shall not be structurally altered or cut in any manner.
2. After one year of service, the City shall provide uniformed members of the Police and Fire Departments a uniform allowance as stipulated in the applicable collective bargaining agreements or as authorized by the City Manager.
3. Allowances are to be distributed consistent with the applicable collective bargaining agreement. In the event an employee leaves the City's employment prior to the end of any quarter, no refund of the uniform allowance shall be provided.
4. The Police Chief and Fire Chief shall issue uniform guidelines for their Departments.

B. Other City Employees

1. Other City employees required to wear uniforms shall either receive a uniform allowance or have their uniforms purchased or rented, at the discretion of the City Manager and Department Director or as stipulated in an associated collective bargaining agreement.
2. The following guidelines shall apply to employees issued uniforms as part of his/her employment with the City:
 - a. A uniform consists of a City issued long-sleeved or short-sleeved shirt, including an approved City Department logo, and a pair of trousers (or other shorts approved by the Department Director or his/her designee). The uniform shall be worn with City provided safety shoes (where applicable) in a professional manner.
 - b. Each employee shall be responsible to see that his/her uniforms are neat, clean and free from defects. Uniforms shall not be structurally altered or cut in any manner.
 - c. Employees will be permitted to wear reasonable headgear/hats at their discretion, so long as such headgear/hat does not detract from a professional appearance or constitute a safety concern.
 - d. Employees shall also use reasonable discretion when wearing other accessories which detract from a professional appearance.
 - e. The uniform shall be worn while the employee is on duty, unless otherwise authorized by the employee's supervisor.

- f. Employees who wear tee-shirts or other clothing with the approved City Department logo are also subject to these guidelines.

C. Care and Replacement of Uniforms Provided Under a Rental Plan

1. Employees should notify his/her supervisor of needed repairs to the uniforms, (e.g., replacing buttons, mending tears, removing stains, repairing seams, re-sewing emblems, requests for alterations in trouser lengths, etc.)
2. Employees should inform his/her supervisor of any lost uniforms, shortage in the number of uniforms received from the rental services or any failure to repair the uniform within a reasonable amount of time.
3. Employees shall also exercise reasonable care of their uniforms for the duration of the contract period.
4. Employees shall return uniforms to the City at the time of their separation from employment, or at the request of the City.
5. Any fees incurred by the City for lost or damaged uniforms (due to neglect) may be charged back to the employee.
6. Employees fittings, alterations, and scheduled exchanges of his/her uniforms shall be conducted as stipulated in the associated rental agreement or as directed by the Department Director.
7. Department Directors are authorized to issue policies and procedures that are deemed necessary and appropriate to their operations, to supplement this Policy.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/29/2022
Date


Mark Schwieterman
City Manager

Issued:

11-30-22
Date


Jenny Smith
Director of Human Resources