

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
Uniform Policy	1/1/97		1	1

### 1.0 Purpose

To standardize uniform purchases and items.

### 2.0 Scope

To all employees under the authority of the Board of Commissioners.

### 3.0 Distribution

All employees under the authority of the Board of Commissioners.

### 4.0 Definitions

### 5.0 Policy

An employee who wears the uniform of Delaware County is a representative of Delaware County government. Because Delaware County wishes to maintain a positive appearance to the public, employees provided with and required to wear uniform items shall wear the prescribed while on duty and only during assigned work hours. No employee shall use his/her uniform for personal use or gain or in any manner that will bring negative appearance to Delaware County. Uniforms will be selected by the Department Head of each department and approved by the Board of Commissioners or its assigned representative prior to the purchase of the uniform. In order to be approved, the department head must justify the articles requested as useful and necessary for the duties of the employees. Uniforms must be practical and cost effective.

For employees working primarily outdoors, the following uniform items may be provided by Delaware County:

1. Shirt
2. Pants
3. Winter Jacket
4. Rain Gear
5. Name Tag
6. Badge (if required by department)

For employees working primarily indoors, the following uniform items may be provided by Delaware County:

1. Shirt
2. Pants
3. Name Tag
4. Badge (if required by department)

Any other items to be provided by Delaware County must be justified by the department supervisor and approved by the appointing authority.

