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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.04  
**EFFECTIVE DATE:** 12/05/91  
**LAST REVISED:** 12/19/02,  
06/05/03, 09/08/04, 12/19/24  
**LAST REVIEWED:** 12/19/24  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** JKB  
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**SUBJECT: UNIFORMS**

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- I. PURPOSE:** To provide policy regarding uniform requirements and stipends for employees.
- II. POLICY:** It is the discretion of each appointing authority to determine which positions are required to wear a uniform and establish or revise the required uniform.
- A. Uniforms are defined as specific items of clothing, identified by the appointing authority, required to be worn by employees in a workplace.
  - B. Employees subject to collective bargaining will be governed by the provisions of their labor agreement.
  - C. Appointing authorities who require uniforms which show County and/or department logo shall establish a consistent uniform and either:
    - 1. purchase and provide uniforms, or
    - 2. establish an appropriate stipend for employees to purchase the required uniforms based on the estimated cost of the uniform requirements.
  - D. Employees who receive a uniform stipend will not be provided with a uniform.
  - E. Employees must comply with the uniform standards established by the appointing authority.
- III. PROCEDURE:**
- A. STANDARDS:
    - 1. The number of uniforms provided, color, style, and design will be at the discretion of the appointing authority.
    - 2. Employees shall not wear their uniform outside of the course and scope of their employment as an employee of Douglas County.
    - 3. Issued uniforms will remain the property of the department.
    - 4. Seasonal, temporary and/or part-time employees may be issued a different uniform than full-time, regular employees.
  - B. MAINTENANCE:
    - 1. Uniforms will be kept neat, clean and in good condition at all times.
    - 2. Employees are responsible for the proper maintenance, laundering and care of uniform items. This includes laundering the uniform regularly. The appointing authority may provide a cleaning service for uniforms with a County-designated vendor.

3. If the appointing authority elects to provide uniforms and the uniform needs to be replaced due to normal wear and tear, the uniform will be replaced at no expense to the employee.
4. While normal wear and tear is expected, excessive damage or loss of uniforms may result in replacement at the expense of the employee.

**C. RETURN OF ISSUED UNIFORMS:**

1. Uniforms issued to employees are the property of the County.
2. Upon separation of employment from the County, employees shall return all issued uniforms.

**III. RESPONSIBILITY FOR REVIEW:** The Internal Review Committee shall review this policy as needed or at least once every 5 years.