
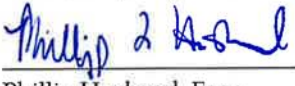


District of Columbia Department of Health <h2>Work Uniforms</h2>		PROCEDURE 280.000 Implementing Office: Office of the Director Training Required: Yes Originally Issued: June 5, 2019 Revised/Reviewed: <p style="text-align: center;">AUG 23 2022</p> (First Revision)
Approved by:  Sharon Williams Lewis DHA, RN-BC, CPM; Interim Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: <p style="text-align: right;">AUG 23 2022</p> Valid Through Date: <p style="text-align: right;">AUG 23 2025</p>

I. Authority	Reorganization Plan No. 4 of 1996; Mayor’s Order 1997-42; This version will supersede and replace the previous version issued on June 5, 2019.
II. Reason for the Policy	Some employees at DC Health are required to wear uniforms to perform some or all of their job duties. Uniforms contribute to employee safety, and permit members of the public to properly identify DC Health personnel. A protocol is necessary to establish specific guidelines for the wearing, issuance, care, and maintenance of uniforms.
III. Applicability	This SOP shall apply to all employees, contract staff, interns, volunteers, and summer youth employees within DC Health (referred to collectively hereafter as “employees” or “DC Health employees”) whose positions require wearing uniforms for some or all job duties.
IV. Policy Statement	The requirement to wear uniform exists in multiple units within DC Health. The Program Manager of each such unit is accountable for the implementation of this SOP. Program Managers will clearly define uniform requirements for employees under their supervision, e.g., the required garments that are necessary, and provide instructions on when wearing uniforms is required. Uniform requirements may be full-time

(uniforms required during all work hours), or situational (e.g. wearing a lab coat while conducting food inspections and laboratory tests). Program Managers have the discretion to define these requirements for their specific units. Uniform requirements must be issued in writing to all employees to whom they apply.

A Senior Deputy Director (SDD), or designee, may create Health Officer and/or Health Administrator roles that require carrying a badge. The badge shall be displayed only during work hours and in connection with official duties. Possession of a badge does not constitute authority to carry firearms, or to detain, or arrest.

In administrations with a Health Officer and/or Health Administrator role, the SDD shall designate a Credentials Custodian.

The Credentials Custodian shall issue all Health Officer and Health Administrator badges upon personnel meeting the minimum requirements for badge issuance. The assignment will be documented in a written accountability ledger.

The SDD, or designee, will define the specific scope of authority for Health Administrators and Health Officers in their administration per statutory authority and the administration's scope of practice. Examples of such authority include, but are not limited to:

1. Inspect any licensed, certified, or authorized Department of Health regulated facility;
2. Verify credentials and initiate investigations for any licensed, certified, or authorized Department of Health regulated person;
3. Temporarily remove from service or temporarily cease operations of any licensed, certified, or authorized Department of Health regulated facility or person for the purposes of inspection or public safety.
4. Respond to, and access the scene of, any health emergency.

Badges are numbered and controlled to prevent abuse. If a badge is lost or stolen, an immediate written report to the Credentials Custodian for the assigned Administration is required, as well as an Unusual Incident Report submitted to the DC Health Risk

	<p>Manager. The Credentials Custodian shall initiate an investigation to discover the circumstances surrounding each loss, and every effort shall be made to recover the badge.</p> <p>Managers shall be responsible for ensuring accountability for Health Officer and Health Administrator badges issued to their program personnel. The Credentials Custodian has sole authority to transfer a badge.</p> <p>The Credentials Custodian shall be responsible for ensuring that all badges not currently issued are held in a locked storage space with limited access.</p> <p>The Credentials Custodian shall conduct annual audits of all badges. Additionally, the Credentials Custodian may conduct an ad hoc audit of any unit for any reason. At a minimum the audit will consist of:</p> <ol style="list-style-type: none">1. Ensuring that all badge assignments in the Credentials Custodian's accountability ledger are correct and up-to-date.2. The badges in secure storage match those that should be there per the accountability ledger;3. All badges assigned to employees who separated from DC Health service since the prior audit were reclaimed and either reissued or remain in secure storage with an updated entry in the assignment log. <p>Both Health Officer and Health Administrator Badge #001 shall be reserved for, and issued to, the Director.</p> <p>Upon no longer meeting the minimum requirements for the issuance of a badge, the badge must be returned to the Credentials Custodian. The Credentials Custodian shall record that the Health Officer badge has been returned. Damaged or severely worn badges shall be sent to the Credentials Custodian for destruction and replacement.</p> <p>Employees are required to comply in full with the uniform requirements in their unit. As being in uniform connotes the authority and privileges of government employment, employees</p>
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	<p>may not wear a uniform while off-duty (this does not include breaks during a shift, or the commute to and from work).</p> <p>Program Managers shall arrange for uniforms to be provided to employees under their supervision. When a full-time uniform requirement is in place, Program Managers will provide their supervisees a time each week for when uniforms must be turned in for cleaning. Program Managers are not required to arrange for cleaning when a situational requirement is in place.</p> <p>When a full-time uniform requirement is in place, DC Health is responsible for arranging the replacement of damaged or worn out uniforms through its contracted vendor. If a uniform item is lost, the employee will report that loss immediately to his/her supervisor, and complete an Unusual Incident Report.</p> <p>Alterations, variations, or additions to uniforms without pre-approval from the Program Manager are prohibited. The Program Manager, or designee, must give prior approval in writing to any deviation of approved uniform. Program Managers may approve temporary changes in uniforms due to extreme temperatures. If there is a health issue where an employee is unable to wear the uniform in its entirety, the employee will be asked to provide their supervisor with documentation from their physician.</p> <p>Employees who report for duty out-of-uniform may be restricted from performing job duties until they are able to report in uniform.</p> <p>All uniforms and equipment are the property of the DC Health and must be returned upon resignation, removal, or granting of leave without pay for a period exceeding 30 days.</p> <p>When and if this SOP conflicts with a provision in a collective bargaining agreement (CBA), the CBA provision will supersede the SOP.</p> <p>Any employee in violation of any part of this SOP may be subject to commensurate disciplinary action.</p>
<p>V. Definitions & Acronyms</p>	<p>CBA- Collective bargaining agreement</p>

	<p>SDD- Senior Deputy Director</p> <p>Uniform- Dress of a distinctive design or fashion worn by members of a particular group and serving as a means of identification and/or to prevent contamination during a work activity.</p>
<p>VI. Procedures</p>	<p>Procedure A: Badge Issuance</p> <ol style="list-style-type: none"> 1. An employee’s supervisor will request a written Health Officer or Health Administrator designation from the SDD, including any requested documentation that the staff member meets the minimum requirements. 2. Upon approval of an employee assuming a Health Officer or Health Administrator role, the Credentials Custodian will issue the badge to the employee. 3. For security and accountability purposes, upon issuance of a badge, Credentials Custodian shall record and maintain the name of the unit, staff member’s full name (first, last, and middle), and badge number of the employee in the administration accountability ledger. 4. If issued, the Health Officer or Health Administrator shall wear or carry their issued badge while working in an official capacity. <p>Procedure B: Badge Audit</p> <ol style="list-style-type: none"> 1. The Credentials Custodian will review the accountability ledger to ensure that all assignments in that document are current. 2. The Credentials Custodian will ensure that all unassigned badges per the accountability ledger are accounted for in secure storage, and that all badges in secure storage are documented in the accountability log. 3. The Credentials Custodian will report all findings and irregularities to the SDD.

	4. The Credentials Custodian will submit a UIR to the DC Health Risk Manager if a badge is found to be lost or potentially stolen per audit findings.
VII. Contacts	All participating Program Managers
VIII. Related Documents, Forms and Tools	None