



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**October 3, 2000**

**Ordinance 13957**

**Proposed No.** 2000-0552.1

**Sponsors** Pullen, Nickels and Phillips

1 AN ORDINANCE approving and adopting the  
2 memorandum of understanding regarding uniforms  
3 negotiated by and between King County and Washington  
4 State Council of County and City Employees, Local 2084-  
5 D (juvenile detention division staff) representing  
6 employees in the department of adult and juvenile  
7 detention; and establishing the effective date of said  
8 agreement.

9  
10  
11 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**


12 SECTION 1. The memorandum of understanding regarding uniforms negotiated  
13 between King County and Washington State Council of County and City Employees, Local  
14 2084-D (juvenile detention division staff) representing employees in the department of  
15 adult and juvenile detention and attached hereto is hereby approved and adopted by this  
16 reference made a part hereof.

17            SECTION 2. Terms and conditions of said agreement shall be effective upon  
18 implementation.  
19

Ordinance 13957 was introduced on 9/25/00 and passed by the Metropolitan King County Council on 10/2/00, by the following vote:

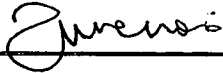
Yes: 11 - Mr. von Reichbauer, Ms. Miller, Ms. Fimia, Mr. Phillips, Mr. Pelz,  
Mr. McKenna, Ms. Sullivan, Mr. Nickels, Mr. Pullen, Mr. Gossett and Mr.  
Vance  
No: 0  
Excused: 2 - Ms. Hague and Mr. Irons

KING COUNTY COUNCIL  
KING COUNTY WASHINGTON



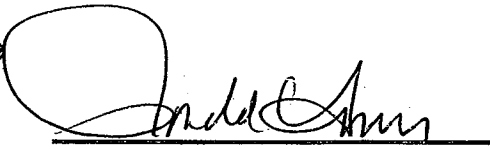
Pete von Reichbauer, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 3 day of October, 2000



Ron Sims, County Executive

**Attachments**

A. Memorandum of Understanding By and Between Washington State Council of County and City Employees Council 2, Local 2084-D for Juvenile Detention Staff, B. Department of Adult and Juvenile Detention - Juvenile Detention Division General Administration Policy Manual (277U0100-Attach)

MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES  
COUNCIL 2, LOCAL 2084-D  
FOR JUVENILE DETENTION STAFF

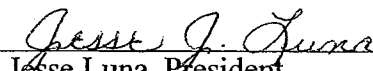
RE: Uniform Policy

Washington State Council of County and City Employees Council 2, Local 2084-D (the "Union") and King County (the "County") agree on a need to promote a safe and professional juvenile detention environment, to present a favorable public image, and to conform to contemporary community standards for appearance. To meet those goals, the parties, having bargained in good faith, have reached agreement that the attached uniform policy shall apply to the members of the staff unit within the Juvenile Detention Division of the Department of Adult and Juvenile Detention. This policy shall be effective from the date of the last signature below. The County and the Union reserve the right to reopen negotiations on this topic one calendar year from the date of implementation to review the policy and its effectiveness. Full implementation of the policy shall be subject to full funding approval by the Metropolitan King County Council and the King County Executive.

For the Union:

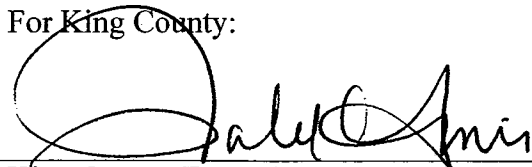
  
\_\_\_\_\_  
John Cole, Assistant Director for Staff Services  
Washington State Council of County and City Employees

8/23/00  
Date

  
\_\_\_\_\_  
Jesse Luna, President  
Washington State Council of County and City Employees  
Council 2, Local 2084-D, Juvenile Detention Division

08/23/2000  
Date

For King County:

  
\_\_\_\_\_  
King County Executive

9-19-00  
Date

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**POLICY**

**1. Policy Statement**

The Juvenile Detention Division has established general appearance standards intended to promote a safe and professional juvenile detention environment, to present a favorable public image, and to conform to contemporary community standards.

**2. Uniform Regulations**

A. Initial Issue

-Upon hire, all Juvenile Detention employees working in the job classifications of Corrections Supervisor, Detention Lead and Detention Officers shall be issued vouchers to obtain the following items:

- Two (2) short-sleeved shirts
- One (1) long-sleeved shirt
- One (1) equipment belt

Employees may choose a different combination of short versus long-sleeved shirts, provided the cost to the County does not increase. In addition, employees shall be issued one (1) identification card and one (1) lanyard. Upon completion of probation, employees shall be issued a voucher to obtain one of the following items:

- One (1) approved uniform sweater
- One (1) approved uniform jacket

B. Annual Reissue/Replacement

Annually, employees shall be issued a voucher to obtain the following items:

- Two (2) short-sleeved shirts
- One (1) long-sleeved shirt, or some combination thereof.

Employees may choose to obtain a different number of short versus long-sleeved shirts, provided the cost to the County does not increase. Further, in lieu of the annual shirt allotment, employees may use their voucher to obtain one of the following items:

- One (1) approved uniform sweater
- One (1) approved uniform jacket

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Employees may request replacement of uniforms damaged in the line of duty using the Division’s Incident Report Form. Any uniform item replaced shall not count against the employee’s annual issue. Any dispute over the replacement authorization shall be referred to the Juvenile Detention Division Manager/designee for resolution; under no circumstances may denial of a uniform replacement be subject to the grievance procedure.

C. Complete Uniform

The minimum uniform for duty is:

-Trousers.

Only single-colored trousers or denim jeans of approved color and material are permitted. The wearing of sweatpants or shorts is prohibited.

-Shirt

A long-sleeved shirt or short-sleeved shirt in the color so designated for the employee’s job title. Shirts will display the Department and Division’s logo; only the top button of the shirts may remain unbuttoned.

-Belt

A dark-colored equipment belt, basket weave in design with velcro buckle shall be worn as needed.

-Shoes

Neutral-colored (e.g., tan, white, black), closed toe, sturdy and secure shoes of approved material. Shoes must be soft-soled and employees must be able to run and/or jump in them.

-Socks

Neutral-colored only.

-All department-issued badges and name tags

The Department’s official badge shall be visible at all times. Employees are only permitted to wear the department-issued lanyard to display their badge.

D. Other Duty Uniforms:

(i). Employees issued uniforms under this policy

Uniformed employees who are called to testify in court or who are called to attend meetings or training sessions outside the secured facility shall comply with the following appearance standards:

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; Detention facility personnel attending training sessions, conferences or seminars off-site must observe the dress codes announced by the hosts of such functions. If no dress code is prescribed, personnel shall dress in either formal or casual business attire, depending on the nature of the function.

; Non-uniform attire shall be neat and clean.

; Detention staff called to testify in court may wear either their department-issued uniform or conservative business attire.

(ii). Non-uniformed personnel

Department members who are not required to wear a uniform under this policy must wear business attire that is neat and clean.

(iii). Other uniformed personnel

Employees in the job classifications of Cook/Baker-Lead, Cook/Baker, and Cook Helper shall be issued and shall wear on duty uniforms.

(iv). Work Crew assignments

Employees assigned to lead a work crew shall be issued jump suits and/or appropriate weather apparel when performing such work.

3. General Regulations

- A. Employees are responsible for the proper care and use of Department property, equipment and uniforms, assigned to them or used by them. Any loss, damage, destruction or defect shall be promptly reported to the employee's supervisor.
- B. Employees shall only wear their Department-issued uniform apparel while on duty, or when commuting to or from duty.
- C. Employees are responsible for reading, understanding, and complying with this policy.
- D. Upon termination of employment, employees must relinquish all department-issued or bought uniform-items, equipment or property in their possession.

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- E. While on duty, employees must present a neat, clean and professional appearance. Employees must keep apparel items in good repair.

**4. Personal Appearance****A. Hair.**

- ! Hair shall be kept neat, clean, and well-groomed.
- ! The wearing of head coverings, including hats, scarves, or caps is prohibited.

**B. Jewelry**

(i).

**Earrings**

- ! While on duty in the detention facility or in transport of detainees, staff may only wear ear studs not exceeding 3/16" in diameter. No other earrings or other jewelry or adornment on the face is permitted.

(ii).

**Necklaces**

- ! No decorative neck chains shall be worn in the detention facility or in transport of detainees. Neck chains worn for religious or other special needs must be worn under the uniform shirt.

(iii).

**Other jewelry**

- ! No sharp or oversized rings may be worn.
- ! Only jewelry items specified herein may be worn within the secured detention facility.

**c. Miscellaneous**

- ! No sunglasses or mirrored eyeglasses are to be worn while on duty within building facilities.

**d. Accommodations**

- ! Requests for modified uniforms based on health or other special needs may be made to the Juvenile Detention Division Manager/designee.

**5. Uniform Specifications**

Once a vendor is selected through the county's normal procedures, exact specifications of all uniform items shall be listed.