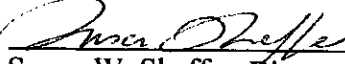


POLICY STATEMENT

Policy Statement 1001
Policy Area: Agency-wide
Date: December 16, 2008

Approved: 
Susan W. Shaffer, Director

OFFICIAL PRETRIAL SERVICES AGENCY APPAREL

I. COVERAGE

This policy applies to any D.C. Pretrial Services Agency employee who wears the official PSA apparel. Official PSA apparel is provided, at no cost, primarily to PSA-designated law enforcement personnel who may be required to conduct official business in the cellblocks of D.C. Superior or U.S. District Courts, the Metropolitan Police Department, police precincts in the District of Columbia, or any other building where PSA employees must be readily identified.

II. POLICY

This policy governs the purchase, distribution and wearing of official apparel of the D.C. Pretrial Services Agency (PSA or Agency). It is PSA's policy to issue official apparel to employees serving in a designated law enforcement position. Official PSA apparel is defined as polo-style sports shirts, jackets, and lightweight nylon sleeveless vests that bear the Agency seal on the front and the letters "PSA" on the back of the clothing item. The purpose of wearing the official apparel is to clearly identify employees as law enforcement personnel and enhance the visibility and safety of employees who work in the cellblocks of D.C. Superior or U.S. District Courts, the Metropolitan Police Department, police precincts in the District of Columbia, and any other building or facility where the official apparel can readily identify PSA personnel.

III. PROCEDURES

- A. Official PSA apparel is for identification and safety purposes and at least one article of official PSA apparel (sports shirt, jacket or vest) must be worn by all PSA staff while in any cellblock.

- B.** Wearing at least one item of the official apparel is mandatory in all cellblocks; however, the official apparel is not a substitute for proper Agency identification and employees must always have their PSA badge available while on duty.
- C.** PSA employees are authorized to wear PSA apparel in the office, though the apparel may not be worn when appearing in Court.
- D.** PSA employees are not expected to wear the PSA apparel as a uniform; nevertheless, should employees choose to wear PSA apparel, they must do so with full awareness that the clothing identifies them as PSA employees. Official apparel may be worn in the course of commuting to or from work (i.e., dropping off children at school, stopping off at the grocery store); therefore, employees must conduct themselves in a manner that is positive to the Agency. Official apparel must not generally be worn in social or other non-work related circumstances.
- E.** Official PSA apparel, consisting of three short-sleeved shirts, two long-sleeved shirts and the choice of either a jacket or a vest, is issued free of charge to all designated law enforcement personnel who have access to cellblocks in D.C. Superior and U.S. District Courts, the Metropolitan Police Department's central cellblock, police precincts in the District of Columbia, or any building or facility where official apparel can readily identify PSA employees. Employees not classified as law enforcement personnel may be issued the official PSA apparel as deemed appropriate by the PSA Deputy Director.
- F.** In the event that the official PSA apparel becomes unusable due to damage or wear, employees are to send an email to their supervisor, requesting replacement of the item. Employees may be asked to return the unusable article for proper disposal. Proper disposal signifies that the Agency seal and lettering will be destroyed so as to avoid improper or unauthorized use of the garment.
- G.** As is the case with Agency credentials and badges, official apparel will be collected from departing employees. A determination will be made whether the items are still serviceable. Items that are still serviceable may be commercially dry cleaned and made available for:

 - 1) immediate replacement of damaged apparel at the employees' request; or
 - 2) new employees pending the arrival of newly ordered apparel if the employee so chooses; or
 - 3) use at special events such as "Volunteer Days".
- H.** If official PSA apparel is lost or stolen, employees should immediately notify their supervisor and appropriate Office Director by email stating the circumstances surrounding the loss or theft. Employees may request replacement apparel upon proper documentation of the incident.

- I.** Sports shirts (purchased at Agency expense) may be presented to employees as awards. This apparel should not be confused with the official PSA apparel. The sports shirts will have the PSA seal on the front breast pocket but will not bear the PSA lettering on the back. The use of appropriated funds to purchase awards is authorized by the Employee Incentive Awards Act supported by the Comptroller General (B-243025). Presentation of PSA apparel for award purposes will be done in accordance with Policy Statement 4030.1, *Awards and Recognition Program*.
- J.** PSA employees may choose to purchase at personal expense the PSA sports shirt with the PSA seal on the front breast pocket and no PSA lettering on the back. These shirts will be made available by the vendor and employees may place orders and purchase them by accessing the link to the vendor via the PSA intranet.
- K.** PSA apparel received as an award or purchased individually is not considered official Agency apparel and may be worn by employees at their discretion.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

- A.** Authorities.
None.
- B.** Supersedures.
Policy Statement 1001, effective December 27, 2007.
- C.** References.
Policy Statement 4030.1- *Awards and Recognition Program; Non-Monetary Employee Recognition; Miscellaneous Awards*.
Employee Incentive Awards Act (B-243025)
- D.** Attachments
None.