

**Police & Correctional Training Commissions
Uniform Issuance and Tracking Form**

Employee's Name (please print) _____

Department _____ **Date** _____

My signature below verifies that I have been issued these uniform items and, further, that I understand and agree to the following:

ITEMS	QUANTITY RECEIVED	COLOR	EMPLOYEE INITIALS	RETURN DATE	EMPLOYEE INITIALS
Short Sleeve Polo					
Long Sleeve Polo					
Pants					
Instructor T-Shirt					
Sweatshirt					
Jacket					
Raincoat					
Winter Hat					

It is the policy of the Police and Correctional Training Commissions to have staff appear in professional attire at all times. Professional business attire is expected. Personal hygiene and grooming are also a reflection of professionalism. Personal adornments are permissible within good taste and provided there is no impact on the safety of self, other staff, students, or guests.

Upon my termination from the Police and Correctional Training Commissions, either voluntary or involuntary, I will return all of the uniform items listed above to my supervisor. If any items are damaged or unusable, during my employment, I must return the damaged items in order to receive replacement items by completing the Uniform Replacement Form.

Employee Signature _____

Supervisor's Signature _____

(Return signed form to Finance Department)