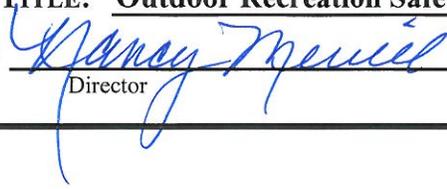


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**IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL**

PROCEDURE TITLE: Outdoor Recreation Safety Equipment/Personnel Uniform Code

APPROVALS:


Director

OUTDOOR RECREATION
Policy Owner

1.0 PURPOSE:

To prescribe a standard uniform and appearance for uniformed agency employees and to ensure proper safety clothing is worn at all times.

2.0 OBJECTIVES:

- 2.1 To reflect the quality image of the Idaho Department of Parks & Recreation.
- 2.2 To identify the wearer as a representative of the agency.
- 2.3 To project an image of professionalism.
- 2.4 To provide uniformity and neatness of appearance.
- 2.5 To furnish employees with practical types of clothing adaptable to individual working conditions.

3.0 POLICY: (Professional Appearance code is covered in Human Resources, Policy II-55)

3.1 All Permanent Motorized Trails Program Staff

- 1. All permanent Motorized Trail Program staff employees will be issued the following to help reflect a quality image and wear necessary safety clothing while representing the agency:
 - 1. Cap, tan ball with IDPR embroidered on crown
 - 2. Watch cap, black with IDPR embroidered on crown
 - 3. Snowmobile gear, to include bibs and jacket (five-year replacement; \$850 maximum).
 - 4. Boots, summer and winter
 - 1. Summer boots shall be at least six (6) inches in height and be constructed of leather or similar protective material. Any costs in excess of \$180 shall be paid by the employee (three-year replacement).
 - 2. Winter boots shall be insulated and suited for snowmobile use in a cold weather environment. Costs in excess of \$150 shall be paid by the employee (three-year replacement).
 - 5. Rain Gear
 - 1. Each employee shall be allowed one (1) set of rain gear.
 - 2. Costs in excess of \$150 shall be paid by the employee (three-year replacement).
 - 6. Polo or button-down shirts
 - 1. Each employee shall be allowed two (2) polo or button-down shirts with embroidered IDPR logo for public events.

2. Costs in excess of \$70 shall be paid by the employee (annual replacement).
7. Gloves, summer and winter
 1. Summer gloves shall not exceed \$40 and any costs in excess shall be paid by the employee (annual replacement).
 2. Winter gloves shall not exceed \$50 and any costs in excess shall be paid by the employee (three-year replacement).
8. Helmet
 1. Each employee shall be allowed one (1) helmet to be used for both summer and winter applications. It shall be DOT approved at a minimum.
 2. Any costs in excess of \$150 shall be paid by the employee (three-year replacement).
9. Summer safety glasses/goggles
 1. Safety glasses that meet ANSI Z87.1 standards.
 2. Costs in excess of \$30 shall be paid by the employee (annual replacement).
10. Winter Goggles
 1. Each employee shall be allowed one (1) pair of snowmobile goggles.
 2. Costs in excess of \$45 shall be paid by the employee (annual replacement).
2. Volunteers

OHV Trainers shall be issued annually one (1) long-sleeves shirt with the IDPR Motorized Trails OHV Education Program Logo displayed somewhere on the shirt.
3. Seasonal Trail Rangers shall be issued:
 1. Two (2) short-sleeved shirts and six (6) long-sleeved shirts annually, with the IDPR Motorized Trails Program Logo displayed somewhere on the shirt.
 2. One (1) IDPR ball-cap.
 3. One (1) helmet.
 4. Four (4) pairs of chainsaw pants.
 5. Summer boots, one (1) pair, shall be at least six (6) inches in height and be constructed of leather or similar protective material. Any costs in excess of \$180 shall be paid by the employee (annual replacement).
 6. Safety glasses that meet ANSI Z87.1 standards. Costs in excess of \$30 shall be paid by the employee (annual replacement).
 7. Work gloves. Costs in excess of \$40 shall be paid by the employee (annual replacement).
 8. Rain Gear. Costs in excess of \$50 shall be paid by the employee.

3.2 All Permanent Non-Motorized Trails Program Staff

All Division Employees will be issued the following to help reflect a quality image while representing the agency:

1. Cap, tan ball with IDPR embroidered on crown
2. Watch cap, black with IDPR embroidered on crown
3. Winter gear, to include pants and jackets. Any costs in excess of \$300 shall be paid by the employee (five-year replacement).
4. One piece coveralls. Any costs in excess of \$50 shall be paid by the employee (five-year replacement).
5. Boots/Shoes, summer and winter.
 1. Summer work boots at least four (4) inches in height and be constructed of leather or similar protective material.
 2. Bike shoes matching to Department bike pedal type may also be purchased. Costs in excess of \$180 shall be paid by the employee (three-year replacement).
 3. Winter boots shall be insulated and suited for snowmobile, Nordic ski, or snowshoe use in a cold-weather environment. Costs in excess of \$150 shall be paid by the employee (three-year replacement).
6. Polo or button-down shirts
 1. Each employee shall be allowed two (2) polo or button-down shirts with embroidered IDPR logo for public events.
 2. Costs in excess of \$70 shall be paid by the employee (annual replacement).
7. Gloves, summer and winter
 1. Summer gloves shall not exceed \$40 and any costs in excess shall be paid by the employee (Replace annually).
 2. Winter gloves shall not exceed \$50 and any costs in excess shall be paid by the employee (three-year replacement).
8. Bike Helmet
 1. Each employee shall be allowed one (1) bike helmet. It shall be DOT approved at a minimum.
 2. Any costs in excess of \$100 shall be paid by the employee (three-year replacement).
9. ATV/Motorcycle Helmet
 1. Each employee shall be allowed one (1) helmet to be used for both summer and winter applications. It shall be DOT approved at a minimum.
 2. Any costs in excess of \$150 shall be paid by the employee (three-year replacement).
10. Summer Safety Glasses/Goggles
 1. Safety glasses that meet ANSI Z87.1 standards.
 2. Costs in excess of \$30 shall be paid by the employee (annual replacement).
11. Winter/Summer Goggles
 1. Each employee shall be allowed one (1) pair of snowmobile/ATV goggles.
 2. Costs in excess of \$45 shall be paid by the employee (three-year replacement).
12. Chainsaw chaps
 1. Each employee shall be allowed one (1) pair of safety chaps.
 2. Costs in excess of \$100 shall be paid by the employee.

3.3 All Permanent Boating Staff

1. IDPR will pay for or reimburse Boating Program staff for the following safety equipment. (Note: If the cost of the allowed safety equipment is more than the allowed amount, the employee will need to reimburse IDPR for the difference. Employee is responsible for reasonable care, cleaning, and maintenance of all boating-related clothing and equipment. Failure to do so will result in the employee bearing the expense for repair and/or replacement)
 1. Type V Rescue PFD - \$250 (five-year replacement).
 2. Inflatable PFD - \$200 (five-year replacement).
 3. Shorty wetsuit - \$100 (five-year replacement).
 4. Drysuit - \$1,000 (five-year replacement).
 5. Knife - \$75 (five-year replacement).
 6. Foot protection for warm-water conditions - \$110 (three-year replacement).
 7. Foot protection for cold-water situation - \$110 (three-year replacement).
 8. Base layer for the wetsuit and drysuit - \$150 (five-year replacement).
 9. Helmet liner - \$30 (five-year replacement).
 10. Neoprene/Cold-Water Gloves - \$50 (five-year replacement).
 11. Water Seal Socks - \$50 (five-year replacement).
 12. Whitewater helmet- \$75 (five-year replacement).
 13. Rescue throw bag - \$50.
 14. Replacement cartridges for inflatable PFDs (ten annually).
 15. Cap, tan with IDPR embroidered on the crown (one annually).
 16. Watch cap, black with IDPR embroidered on crown
 17. Boating Program polo shirt (one annually).
 18. Boating Program quick-dry shirts for on-water programs (two annually).
2. Marine Law Enforcement Training
 1. One (1) instructor polo shirt annually for instructors.
 2. One (1) instructor baseball cap annually for instructors.
 3. New instructors will be outfitted with three (3) instructor polo shirts.
 4. One (1) inflatable life jacket for students attending the Marine Law Enforcement Academy and Marine Tactical Advantage course.
 5. Replacement cartridges for inflatable life jackets, one (1) per life jacket per training.
 6. Trainer helmets and throw bags, as necessary.

Replacements for all Recreation Program items that are worn or prematurely destroyed are at the discretion of the Recreation Resources Bureau Chief. The Recreation Resources Bureau shall be subject for allowance of the same necessary work equipment within this policy.