POLICY NO.: VI-80
IDPR DIVISION: OPERATIONS

Effective Date: 07-01-11

Retype	New	Revision
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IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL

PROCEDURE TITLE: **Personnel Uniform Code**

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1.0 PURPOSE:

To prescribe a standard uniform and appearance for uniformed department employees and volunteers.

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 department.
2.3 To project an image of professionalism.
2.4 To provide uniformity and neatness of appearance.
2.5 To furnish employees and volunteers with practical types of clothing adaptable to individual working conditions.

3.0 POLICY: (Personal Appearance code is covered in Personnel, Chapter II-50)

*** = *Items of clothing that the department will purchase and furnish to employees***

3.1 Division of Operations staff, classified, and benefited seasonal:

1. <u>All Division Employees</u> will be issued the following to help reflect a quality image while representing the department:
   1. Coat, Brown 3-1 or 5-1 *
      1. Shell w/ IDPR patch
      2. Polartec long-sleeve liner w/ IDPR embroidered logo
      3. Polartec vest w/IDPR embroidered logo
      4. CEO Badge to be embroidered on coat/liner as appropriate
   2. Cap, Tan ball w/IDPR logo embroidered on crown *
   3. Name Badge and "Service Since (year)" bar, chrome *
2. <u>Field Staff: Classified and Benefited Seasonal</u>. All Region Managers; Park Managers I, II, and III; Park Rangers; Park Office Specialists and Receptionists; Park Maintenance Craftsmen; Park Interpretive Specialists; Seasonal Park Rangers; Region Mechanics; Region Maintenance Foremen; Region Utility Craftsmen employees will wear the following uniform while on official duty representing the Department:
   1. Shirt, Tan, permanent press with IDPR logo embroidered above the left breast pocket except for CEO shirts which will have Badge embroidered above the left breast pocket and IDPR logo placed on left sleeve.*
   2. Pants, Dark Brown *
   3. Belt, Brown leather with plain chrome buckle *

4. Brown or black boot, shoe, or sneaker; furnished by employee
5. Shorts, Brown, minimum six-inch (6") inseam; furnished by employee
6. Cap, Tan ball w/IDPR logo embroidered on crown *
7. Name Badge and "Service Since (year)" bar, chrome *
8. Brown tie or scarf *

3.2 Headquarters Management Services and Utility Craftsmen.

1. All Management Services staff assigned to field offices will be issued clothing items listed in 80.3.1.

2. The Utility Craftsmen assigned to Headquarters will be issued clothing items listed in 80.3.1.

3.3 Field Staff: Short-term, Non-benefited Seasonal:

1. This staff includes all short-term, non-benefited seasonal field employees

2. These employees will wear the following uniform while on official duty representing the department:

1. Shirt, Tan Polo w/ IDPR logo screened on left breast*
2. Cap, Tan ball w/ IDPR logo embroidered on crown *
3. Pants, color to complement shirt color and be well maintained; furnished by employee
4. Shorts, color to complement shirt color and be well maintained, minimum six-inch (6") inseam; furnished by employee
5. Brown or black boot, shoe, or sneaker; furnished by employee

3. Staff needing protective long-sleeve shirts will be issued long-sleeve shirts in tan color w/ IDPR logo screened on left breast*

*** = Items of clothing that the department will purchase and furnish to employees**

3.4 Field Staff: Volunteers:

1. This staff includes all volunteers that are performing duties providing customer service or representing the department.

2. These employees will wear the following uniform while on official duty representing the department:

1. Vest, Tan w/ IDPR logo screened on left breast*
2. Cap, Tan ball w/ IDPR logo embroidered on crown *
3. Name Badge indicating IDPR Volunteer or Park Host *

3.5 All classified and benefited staff will have the option of getting up to four (4) shirts/blouses, which they have purchased with their own funds, embroidered with the department's logo at department's expense annually.

3.6 Funding.

1. The employee's park/program will purchase initial uniform issue for staff and will provide replacement uniform items as budgeted for by the employee's own program or park.

2. All other items of wear which an employee may need for specific job tasks will be purchased by that program or park.

3.7 Responsibilities.

1. A uniform exemplifies the authority, actions, and attitudes of its wearer. Each employee is responsible to keep his/her uniform in a neat and presentable condition and under no circumstances shall personnel appear on duty in a

slovenly, unkempt, or unpresentable condition.

2. Supervisors are responsible to ensure that their employees adhere to this policy.
3. Park and Program Managers will be responsible to ensure purchases are appropriate, adequate, and not excessive for each respective position under their authority.
4. Park and Program Managers will be responsible for approval and purchase of all uniform items for park or program unit employees.
5. Department buyer will strive to have a ready supply of uniform items available through vendors.
6. Field Region Manager or Deputy Director will approve deviations from, or optional items, to the uniform. Requests must be submitted in writing.
7. Upon separation of employment, department personnel who have been issued uniform items shall return them to their supervisor.

3.8 Allotment

1. Uniform allotment table for all Division of Operations classified staff as listed under Sections 80.3.1.1 and 80.3.2:

UNIFORM ITEM **All Division of Operations Classified Staff**	**Initial Issue**
Coat, Brown, 3-in-1or 5-in-1 w/liner and vest w/IDPR logo	1
Cap, Tan w/ IDPR logo embroidered on crown	1
Name Badge, "Serving Since (year)" bar, chrome	1

2. Uniform allotment table for Classified and Benefited Seasonal Field Staff as listed under Section 80.3.1.2:

UNIFORM ITEM **Field Staff: Classified and Benefited Seasonal**	**Initial Issue**
Shirt, Tan w/IDPR logo (long or short sleeve)	4
Pants, Dark Brown	3
Belt, Brown	1
Cap, Tan w/ IDPR logo embroidered on crown	1
Name Badge, "Serving Since (year)" bar, chrome	1
Necktie and/or scarf, Dark brown	1

3. Uniform allotment table for short-term, non-benefited seasonal staff as listed under 80.3.3:

UNIFORM ITEM **Field Staff: Short-term, Non-benefited Seasonal**	**Initial Issue**
Shirt, Tan Polo w/ IDPR logo (long or short sleeve)	3
Cap, Tan w/ IDPR logo	1

4. Uniform allotment table for Volunteers as listed under 80.3.4:

UNIFORM ITEM **Volunteers**	**Initial Issue**
Vest, Tan w/ IDPR logo	1
Cap, Tan w/ IDPR logo embroidered on crown	1
Name Badge w/ "Volunteer" or "Park Host"	1

3.9 Other.

Safety, maintenance, enforcement, and other special duty clothing items may be authorized by supervisors on a case-by-case basis.