

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No. 3
Effective Date: September 1, 1999
Subject: Policy on State Provided Uniforms
Authorization: R. S. 36:354

I. Policy:

Louisiana Department of Natural Resources requires all field employees to wear Department issued uniforms in the fulfillment of their job duties.

II. Purpose:

The purpose of this policy is to provide guidance and direction to employees required to wear department issued uniforms in the fulfillment of their job duties.

III. Applicability:

This policy applies to all employees in the department identified as field employees. Field employees are defined as employees who are primarily required to perform regulatory and inspection duties outside of the office.

VI. Procedures:

DNR will purchase on behalf of field employees up to a maximum of five shirts (a combination of short and long sleeves), a jacket and a cap per year. These uniforms will be purchased for the employee from a vendor selected through the bid process. Upon termination of employment, the employee must return these uniforms at the exit interview.

It will be the responsibility of the Division Administrators to determine the need for replacement of the uniforms.

Other employees, not considered "field staff" may be allowed to purchase certain items, such as the knit shirts. Sufficient justification from the Division Administrator and approval by the Undersecretary is required in these instances. An example of this would be employees who represent the department at seminars, conferences, vendor fairs, etc. where it is obvious that they are DNR representatives and not attending for personal enhancement.

Only uniforms that are required in the performance of duties of a position and purchased using the contract bid through the Procurement Section will be paid for by the department.

V. Responsibility:

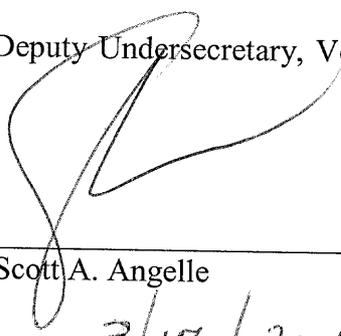
It shall be the responsibility of supervisors to ensure that employees under their supervision adhere to the intent of this policy.

VI. Exclusions:

Any exceptions to this policy will be considered on a case-by-case basis and must be approved by the Undersecretary.

V. Questions:

Questions regarding this policy should be directed to the Deputy Undersecretary, Verlie Wims at 342-1835.



Scott A. Angelle

Date

3/17/2005