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GOVERNOR

State of Louisiana

DEPARTMENT OF NATURAL RESOURCES

OFFICE OF MANAGEMENT AND FINANCE

Beverly P. Hodges, Undersecretary

STEPHEN CHUSTZ
SECRETARY

MEMORANDUM

TO: Keith Lovell
Office of Coastal Management

Stacey Talley, Deputy Assistant Secretary
Office of Mineral Resources

Jim Welsh, Commissioner
Office of Conservation

FROM: Angelin Morgan
Policy & Planning Director

RE: Revised Policy on State Provided Uniforms

DATE: December 12, 2013

Attached is a copy of the Department's revised policy on state provided uniforms. The policy has been revised to adjust the number of uniforms purchased. If you have any questions regarding the policy, please contact Phyllis Darensbourg, Public Information Officer at 225-342-8955.

/apm

Attachment

c: Stephen Chustz
Robert D. Harper
Rizwan Ahmed
Phyllis Darensbourg
Bill Delmar
Mary Ginn
Renita Hoskins
Donnie Ladatto
Gwen Thomas

Post Office Box 94396 • Baton Rouge, Louisiana 70804-9396 • 617 North Third Street • 12th Floor • Baton Rouge, Louisiana 70802
Phone (225) 342-8844 • Fax (225) 342-4313 • www.dnr.state.la.us
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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. Employee purchased logo shirts are exempt from this policy.

IV. Procedures:

DNR will purchase, on behalf of field employees, an adequate number of uniform shirts, a jacket and cap. 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 to their supervisor.

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

Uniforms that are required for the performance of job duties of a position and purchased using the contract bid through the Procurement Section, will be paid for by the Department and should only be worn in the performance of official state business.

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 Secretary or the Undersecretary.

VII. Questions:

Questions regarding this policy should be directed to the Public Information Director, Phyllis Darensbourg at 225-342-8955.

Stephen Chustz, Secretary

10/10/13

Date