

DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO.: 3

EFFECTIVE DATE: NOVEMBER 23, 2020

SUBJECT: DEPARTMENT ISSUED UNIFORMS

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

Uniforms project a positive, professional image and allow personnel to be readily identified as employees of the Department of Natural Resources (DNR). For these reasons, DNR requires all field employees to wear their department issued uniforms while performing customary job duties.

II. PURPOSE

This policy serves to provide guidance to employees who are required to wear department issued uniforms in performing their job duties.

III. APPLICABILITY

Uniforms are issued by DNR to field employees who primarily are required to perform regulatory and inspection duties outside of their offices. The requirements of this policy do not apply to employees who personally purchase apparel with DNR logo.

IV. UNIFORMS

At DNR's expense, field employees will be provided up to a maximum of five shirts (combination of short and long sleeve), one jacket and one cap per year, if needed. Upon termination of employment, these uniform items are to be returned to DNR during the exit interview.

Since appearance plays an important role in the public's perception of DNR, field employees are required to maintain their uniforms in a clean, neat and presentable condition.

V. REPLACEMENT

Uniform items needing replacement due to routine wear and tear will be replaced at no cost to the employee. However, uniform items lost or damaged through obvious neglect must be replaced at the employee's expense. Division Administrators are

responsible for determining whether the cost to replace a uniform item should be borne by DNR or personally by the employee.

VI. LIMITATION

Department issued uniforms are to be worn only in the performance of official job duties.

VII. RESPONSIBILITY

Supervisors are responsible for ensuring that field employees under their supervision properly maintain and wear their uniforms while performing job duties.

VIII. EXCEPTIONS

Exceptions to this policy will be considered on a case-by-case basis by the employee's appointing authority.

IX. QUESTIONS

Questions regarding this policy should be directed to the Human Resources Division.

THOMAS F. HARRIS, SECRETARY

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INITIAL ISSUE DATE: 09/99

REVISION DATES: 03/05; 06/15; 11/20