I. PURPOSE

The purpose of the uniform is to: 1) aid the public in identifying the wearer as an employee or official volunteer of the Department of Natural Resources, 2) develop a favorable image for the department, and 3) provide employees required to do maintenance/rough terrain fieldwork with protective, sturdy work clothing and necessary personal accessories.

The uniform allowance is not intended to be a perquisite (i.e., perk or bonus) but is intended to be a funding mechanism to provide necessary uniform items.

The following is the uniform policy for the Department of Natural Resources. Divisions may adopt more restrictive policies in order to address division-specific needs, but may not be more liberal or modify monetary constraints contained herein.

II. POLICY

It is the policy of the Department of Natural Resources to ensure that department uniforms be worn so as to maintain and preserve uniform standards and to convey a public image of unity and respect. Violations of this policy may be grounds for disciplinary action.

III. DEPARTMENT UNIFORM COMMITTEE

The department will oversee the creation and operation of a uniform committee. The charter of the committee is to:

A. Review and approve acceptable and appropriate uniform items.

B. Address and make recommendations to the department Leadership Team when considering changes to this policy.

C. Ensure consistent policy application throughout the department, while still considering that different divisions have different needs and requirements.

D. Have an assigned division representative on the uniform committee who can approve necessary items that may be required by individual division employees that, in certain instances, may deviate from the required items listed within this policy.

The committee will be comprised of one member from the department's administration office (ADMIN); two members each from the divisions of Wildlife Resources (DWR), Parks and Recreation (DPR), and Forestry, Fire and State Lands (FFSL) - for a total of seven employees. Each member will serve a two-year term and can be re-appointed up to three terms. They may not serve longer than six consecutive years on the committee. Each member will have an equal vote. Division employees will be recommended by the respective division director and approved by the department executive director. The DNR warehouse manager will also attend committee meetings since the warehouse operation plays a major role in supplying uniform items. However, the warehouse manager does not have voting rights.

The committee will meet at least quarterly to discuss uniform issues. Minutes will be taken of the meetings. The committee will consist of five employees who wear uniforms and receive an allowance,

and two that do not. There will be a chair of the committee who may serve more than one year but must be selected annually by a populous vote of the other members.

The rotation of committee members will be as follows:

Change Date	New Member
Year 1 (odd years)	Administration, Parks-A, Wildlife-A, Forestry-A
Year 2 (even years)	Wildlife-B, Parks-B, Forestry-B
(continue the same cycle)	

The committee will present to the department leadership team, at least annually, any changes recommended or approved by the committee, as well as any disparities or inconsistencies of application of the policy. The committee is authorized to approve vendors, styles, and any other items not specifically detailed in this policy. Any items in this policy that the committee recommends to be changed must be presented to the three division directors with uniform personnel for their approval. Such approval will be grounds to modify this policy. The executive director reserves the right to approve or disapprove any recommended changes.

IV. WHO WEARS THE UNIFORM?

Employees whose positions require they be identified as representatives of the state in the enforcement of state and federal laws and regulations; and those employees and volunteers who deal with the public as representatives of the department in collecting fees, providing information, education programs, and supervising public activities, are authorized to wear the official dress or field uniform. Employees and volunteers required to perform maintenance/rough terrain fieldwork or refuse pick-up are authorized to wear the work uniform or volunteer uniform as deemed appropriate.

V. AUTHORIZED UNIFORM COMBINATIONS

Four uniform combinations are authorized. In order to enhance and maintain uniformity, the options for coats, rainwear and dress pants have been narrowed to include only those listed on the current uniform contract. No other coats, rainwear or dress pants will be worn as part of the uniform. Previously acquired uniform items that are still in good condition may be utilized. Each employee who receives a uniform allowance will be expected to purchase, wear and maintain appropriate cleaned and pressed uniform items.

A. Dress uniform -

1. For men: Approved brown dress pants with belt loops, with long- or short-sleeved dress uniform shirt worn with brown tie, brown dress boots or shoes with brown socks, brown belt with official department approved buckle. Brown jacket/vest and stetson-type felt hat are optional. Approved uniform coats are optional depending upon the season.

2. For women: Approved brown dress pants, with long- or short-sleeved dress shirt or blouse may be worn with a brown tie or bow tie (brown vest or blazer optional), brown dress boots or shoes with neutral or medium-shade hosiery. Approved uniform coats are optional depending upon the season.

3. Class A dress uniform: Law enforcement only - For special functions or occasions, a Class A uniform will consist of the above-mentioned uniform items except that an approved long sleeve white dress shirt will be worn. Additional Class A Uniform items for

honor guard or other functions will be approved by the applicable division director uniform committee (wearing of approved law enforcement equipment is optional). Purchase of white dress shirt is authorized only for law enforcement and approved fire personnel.

B. Field uniform -

1. For men and women: any approved brown dress pants, or brown work pants with approved uniform belt and buckle, long- or short-sleeved uniform shirt, brown boots or shoes with brown socks, any approved uniform vest or coat, any approved uniform cap or hat. Uniform trail shorts are approved for field wear during hot weather. Trail shorts are not approved for office wear.

2. Law enforcement personnel are expected to wear the uniform shirt with appropriate patches on the shoulders when performing duties in a law enforcement capacity. A non-law enforcement type uniform shirt that only contains the DNR logo and department and division identification over the left pocket (no other patches) may also be worn by employees with any approved brown pants. Wearing this non-law enforcement type shirt must be approved by the employee's supervisor subject to internal division policy. Black uniform boots may be worn only with black law enforcement officer duty belt.

   NOTE: Wearing a uniform turtleneck shirt under the regulation tan uniform shirt or brown ties are optional.

C. Work uniform –

For employees - men and women (all seasons): Approved brown work pants and uniform shirt or T-shirt, brown uniform belt with buckle, any work shoe or boot, any uniform hat or cap. Uniform vest, parka and other approved outerwear may be worn dependent upon the season.

D. Other-investigator uniform allowance -

Employees that have a primary function of law enforcement investigations will also receive a uniform allowance. However, that allowance is only to be used for standard uniform items as described above. The uniform allowance may not be used to purchase street clothing. These investigators will still be required to have both the formal dress uniform and work uniform. These investigators will receive an allowance consistent with the amount of approved uniform usage as identified in Section VIII of this policy.

E. Volunteer uniform -

1. General volunteers – Men and women not employed by a DNR division who are assisting in an official capacity, shall wear an approved uniform as determined by the uniform committee and as appropriate for the activity.

2. DNR divisions should use the same uniform items for consistency among volunteers and shall apply the department logo, or division logo, as deemed appropriate by the division.

3. Divisions have reasonable discretion for use of alternate volunteer uniforms in order to maintain consistency with other programs (city, state, federal) or other event specific needs. Exceptions are subject to uniform committee approval.

4. Volunteer uniforms should distinguish volunteers from DNR personnel.

F. Examples of approved uniform combinations may be found on the DNR innerweb site and the DNR Uniform Guidelines pamphlet.

VI. OTHER ITEMS

A. Employees not covered under the uniform allowance may be given special authorization to purchase uniform items if they are on an assignment that requires them to be readily identified as an employee of the department and one of its divisions, or if the assignment requires work that would damage their personal clothing. This special authorization must be obtained from the employee's immediate supervisor with coordination through one of the division's uniform committee representatives.

Uniform items obtained through special authorization may only be worn while on special work assignment. They may not be worn while on normal duty or during off work hours. If the special assignment is a one-time event, the supervisor may require the employee to return those uniform items so they may be utilized at another time.

Supervisors or uniform committee representatives cannot authorize the purchase of uniform items to be used as rewards or other compensation.

B. Specialized equipment and small tools – There are many specialized safety or performance related items that should not be charged to the uniform allowance. Examples are: Kevlar vests (i.e., soft body armor), safety hard hats, firefighting clothing, first aid kits, flashlights, face shields, camping equipment (sleeping bags, lanterns, canteens, etc.), waders or other safety/performance items and items of limited application used for specialized work activities. These items should all be purchased by the division and remain the property of the division. These items are not intended to be made available for personal non-work related use.

Small tools such as leatherman type tools, knives, sharpeners, flashlights, work gloves, etc., should be purchased by the divisions with regular operation budgets and should not be charged to the uniform allowance. These items will be the property of the division throughout their useful life.

Other employees not covered under the uniform allowance must obtain special authorization before making any purchases. The authorization must come from the immediate supervisor with coordination through the division uniform committee representative. Purchases made prior to special authorization may be returned to the employee and he/she will be required to pay the billing.

C. A list has been prepared showing the class authorized uniform allowance for all employees authorized to wear a uniform. (This list is available at the respective division offices and at the department.) The division management and division uniform committee representative will determine which employees are allowed uniform allowance and what class of allowance, based on their job duties and division requirements.

D. Seasonal employees will be issued only the minimum uniform items necessary to accomplish the job for which they are hired. Uniform items issued to seasonal employees must be returned to their immediate supervisor upon completion of their employment. When possible, and depending on the condition of the uniform items, they will be re-issued to other seasonal employees. Seasonal employees will not be issued shoes, boots or stetson hats.

NOTE: Coats may be issued to seasonal employees depending on season of hire. The coat must be returned to their immediate supervisor upon the completion of their employment.

E. Volunteers will be issued only the minimum uniform items necessary to accomplish the job for which they are purposed.

1. Uniform items bearing DNR or division logos must be returned to their immediate supervisor upon completion of their employment. When possible, and depending on the condition of the uniform items, they will be re-issued to subsequent seasonal employees, volunteers, or interns.

VII. UNIFORM STANDARDS

Proper wearing of the uniform will be included in the employee's annual performance management contract and subsequent performance appraisal review. The standards are incorporated into the position descriptions as "performance standards" for all who wear the uniform. It will be the employee's responsibility to ensure the uniform is kept up-to-date and in a clean and neat condition (e.g., dress trousers pressed, shirts clean and neatly creased, boots or shoes polished, etc.).

All employees, including seasonals and volunteers, when wearing the uniform will present themselves in a neat, clean and well-groomed appearance commensurate with currently acceptable standards. Additional standards include:

A. Non-law enforcement uniform shirts will include a division or department logo above the left chest. For reasons of safety, recognition or credit of a joint partnership, an additional logo may be applied to a volunteer uniform with uniform committee approval.

B. For outerwear, the official division identification emblem patch must be adhered or sewn on both sleeves of each shirt and all outer garments, centered one inch below the shoulder stitchline on shirts and two inches on coats. The official division emblem will be attached to the front of the winter and summer ball caps. Certified peace officers and special function peace officers may purchase winter or summer ball caps with the division-authorized law enforcement patch attached. No patches other than the above-mentioned department patches may be worn on the uniform shirt, coats or caps.

NOTE: Rainwear and vests will have the division or department logo.

C. Certified peace officers and special function peace officers will be issued a badge of authority or approved law enforcement patch which must be worn as part of the official uniform. The badge must be centered approximately one inch above the left pocket of the uniform shirt. The law enforcement badge should only be worn on those outer garment uniform items that provide special holders for that purpose. Employees of the Division of Forestry, Fire and State Lands may wear the division's badge in adherence to their division's guideline. All other approved outer garment items (coats, windbreakers, and vests) must have the approved law enforcement patch or badge in the appropriate position before being worn on official duty.

D. All employees who are issued a uniform will wear a nameplate on all dress and field uniforms except for the approved non-law enforcement shirt where nameplates are optional. Service stars and years of service plates may be worn with nameplates (each star will represent five years of service with the state). The nameplate will be centered 1/4 inch above the right pocket of the uniform shirt or between the left pocket and emblem if a right pocket does not exist. Certified

peace officers and special function officers may also wear nameplates or a cloth name patch on outer garments in conjunction with badges or authorized law enforcement patch. Plastic clip-on nameplates may be worn above the left breast pocket if a blazer is worn or on a sport coat/suit coat for identification.

E. Wearing a service pin is encouraged, but optional. If a service pin is worn, it should be centered one inch above the nameplate. Tie-tack type service pins may be worn on the uniform tie. A Red Cross, EMT or Utah Peace Officers Association pin may be worn as part of the uniform only by active first aid, EMT certified, or active Utah Peace Officers Association members. Of the four pins that are authorized to be worn above the nameplate, only two may be worn at the same time. If two pins are worn, one must be the service pin. The pins must be balanced one inch apart, centered one inch above the nameplate.

F. A case for sunglasses, knife, radio, tape recorder, and keys may be attached to the uniform belt when the standard fieldwork uniform is worn. Firearms, handcuffs, aerosol defense tools (OC), and associated law enforcement equipment should be worn according to division firearms policy.

VIII. UNIFORM ALLOWANCE

A. The authorized maximum uniform allowance will be based on the amount of time the employee is required to wear the uniform, the degree of wear the uniform receives, and the type of uniform authorized.

1. Class I: $500 annual allowance - Positions normally requiring a major portion of time in uniform and/or a high degree of wear (annual average of more than 32 hours per week).

2. Class II: $375 annual allowance - Positions normally requiring 24 hours per week of working time in uniform.

3. Class III: $250 "as needed, not to exceed $250" - Items to be approved prior to purchase by employee's supervisor.

B. An amount equal to the authorized uniform allowance will be credited to Class I, Class II and Class III of the employee's account at the beginning of each fiscal year (July 1). Any amount not expended at the end of the fiscal year (June 30) will be lapsed (lost). Item(s) that are on backorder which the vendor cannot supply by June 30 will be paid from the new year budget. Any amount not used in the annual allowance may not be carried forward into the next fiscal year. Also, over-expenditures may not be taken from the next year allowance.

C. Except for boots (see boot policy in Section IX below), employees must deal with the current prime contract vendors or department warehouse. If the prime vendors do not carry necessary items or sizes, then a uniform committee approved outside vendor may be used if justification is provided and approved by the supervisor in advance. Purchases must be made through the vendor by purchase order (PO). Each division is to maintain a list of personnel authorized to purchase uniform items. The employee must completely prepare the PO for uniform items and submit it to the respective division accounting section for processing. Use only one PO per individual. No uniform purchases are to be made until all required signatures are obtained.

Official uniform items will be supplied from the current state contracts or from the department warehouse. Specialty uniform items may be provided to employees with prior approval of the division director or their representative.

NOTE: The cost of uniform items without a logo must be reported as a taxable fringe benefit on each employee's W2 form.

The vendor will not be responsible to maintain a record of the employee's uniform allowance balance. Each division accounting section will maintain a record of employees authorized to purchase uniform items. The accounting records and computer printout must show the year-to-date expenditures for uniform items. The individual's balance can be determined by calling the division's accounting section. The employee is responsible for spending within the authorized limit. Any over-expenditures of $1 or more will have to be paid for by the employee within 30 days from when the employee is notified of the over-expenditure or by July 15 of each year - whichever comes first.

D. Employees who are eligible for a uniform allowance will, at the time of employment, be issued a complete basic uniform based on position and their division approved uniform list. The uniform list is to serve as an agreement between the employee and supervisor and as a tool to identify basic uniform needs while allowing for versatility.

E. Items included in the initial issue will become the property of the employee upon completion of the probationary period. Employees who do not complete their probationary period will be required to return all uniform items to the division.

F. On the one year anniversary date of employment, the employee will be given a pro-rated annual amount to take them to June 30. On each subsequent July 1, the employee will receive a full annual allowance.

G. Employees who resign or are terminated for cause will be allocated a prorated uniform allowance based on the number of months elapsed in the fiscal year and the current annual authorized uniform allowance. If the terminating employee has used more than the prorated allocation, any amount overspent will be paid by the employee prior to termination or retirement.

H. Employees who are retiring will be allocated a prorated uniform allowance based on the number of months lapsed in the fiscal year at the time of retiring and the current annual authorized uniform allowance.

I. If a new employee has transferred from another state agency, they will be given an initial uniform issue. After they have worked for a period of time equivalent to the probationary period of the position they are in, they will be given a prorated uniform allowance based on the number of months remaining in the fiscal year. On the first day of the next fiscal year, the employee will be credited with a full annual allowance for the uniform class to which he/she is assigned.

J. All items purchased on the uniform allowance must be related to the actual performance of the employees work duties. Uniform items purchased are not to be for family, friends or other employees. Violations will be grounds for disciplinary action.

IX. BOOT AND SHOE PURCHASES AND REPAIRS

Boots and shoes can be purchased by the employee from any vendor using the following standards:

1. Polishable western dress boot – must be chocolate or dark brown.

2. Pull-on Roper dress boot - must be chocolate or dark brown.

3. Hiking boot - must be chocolate or dark brown (and cannot contain any camouflage patterns).

4. Boat/water shoe – boat shoe must be brown, water shoe should be brown or tan if available, otherwise black is acceptable.

5. Polishable dress shoe must be chocolate or dark brown.

NOTE: Law enforcement has the option of black footwear when wearing black law enforcement officer duty belt.

All boot and shoe purchases must be approved by the immediate supervisor. It is the responsibility of the supervisor to ensure standards are adhered to and that the color of the boot or shoe purchased meets uniform standards (which should be part of each employee's evaluation).

Boot and shoe repair is approved for authorized uniform footwear up to $100 per year. The cost of the repair will be debited from the employee's uniform account. Employees may use any vendor of their choice for repair service. The employee must submit a PO and attach a receipt marked paid with a description of the manufacturer's brand name to the division accounting section for reimbursement.

X. DRY CLEANING

Employees are authorized to use their uniform allowance for dress uniform or other items that require professional cleaning, such as coats, dress pants and felt hats. The employee must submit a PO and a receipt marked paid with a description of the garment and brand name to the division accounting section for reimbursement. Only authorized uniform items are eligible for reimbursement.

XI. INTERNAL REVENUE SERVICE RULES

Allowance provided to employees for uniforms may be taxable. Each division will prepare a list of uniform items showing allowance for each item and the status of taxable or non-taxable fringe benefit. Each division will keep a record of amounts of taxable uniform items for each invoice/PO submitted for processing. A taxable fringe benefit will be added to the employee's W2 statement being shown as "other earnings." The applicable taxes will be deducted from the employee's earnings.

XII. WHO OWNS THE UNIFORM

The uniform becomes the property of the employee after purchase and subsequent payment of income tax, if applicable. The only exception is employees still on probation, in which case the uniform is still owned by the division. No taxes will be imposed on employees until such time as probation is completed. At that time, the uniform becomes property of the employee and any taxes will be charged. Employees may wear non-logo uniform items when off duty. Employees may not wear official logo uniform items when off duty.

XIII. PROPER DISPOSAL OF UNIFORM

Once the item has been phased out or passed its "wear-ability" life, use the following instruction for disposal:

- Remove all patches from items before disposal.

- Remove all embroidery when possible or sew another patch over it.

- Black out logo or use solvent to remove silk screening.

- Cut item into rag pieces to be used or throw away.

"Wear-ability" life: Once an item has faded dramatically, has holes, excessive fraying or been stained considerably, it does not meet the professional appearance standard and must be taken out of service. The supervisor must ensure these items are NOT worn in public unless all patches and logos are removed.