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Operating Procedure # O - U - 1

Subject: Uniform Procedure

Effective Date: July 1, 2015

Revision Date: October 27, 2015; May 10, 2017

Procedure Statement:

The Parks, Recreation and Historic Sites Division establishes and maintains a standard Uniform Procedure for all staff who work on a state park or historic site in order that they may be more easily recognized, to improve associate safety, to increase visitor and property security, and to enhance the professionalism and esprit de corps of this specially designated group of associates.

The procedure describes the authorized material, design, organization, insignia, accessories, manner and occasion for the wearing of the uniform by full-time (salaried) and part time (hourly) personnel of the Department of Natural Resources, Parks, Recreation and Historic Sites Division.

Personnel who wear the uniform will be responsible for conformity to this procedure as well as O-U-2 Uniform Appearance Standards. Staff shall wear the uniform on the occasions and in the manner described for their respective positions. Only uniforms and items prescribed herein shall be worn. Employees who appear for work out of the guidelines of this procedure or O-U-2 may be sent home by the Site Manager to correct any issues and then return to work. The Division Director may authorize exceptions to this policy. Requests for exceptions should be accompanied by justification, such as doctors' orders or religious requirements, and made in writing through the chain of command.

Region Manager and Site Manager have the flexibility to determine the uniform requirements of any associate classification not identified in this procedure.

Definitions:

None.

Procedure:

Procedure Maintenance:

A periodic review of this procedure will be coordinated by the Division Director of Parks or his/her designee, at which time suggestions for change and improvement from Division staff will be sought. Comments and suggestions relating to performance and product design/durability will also be solicited at that time.

When the uniform shall and shall not be worn:

The uniform (nor any part of the uniform) shall not be worn or displayed during private employment or when engaged in off-duty activities. Off duty activities including making stops before or after work such as grocery shopping, going out to dinner, etc. Staff should bring personal attire to change out of the ranger uniform. Specifically, staff may not purchase or consume alcoholic beverages while in uniform.

Unless specifically authorized in writing by the Division Director, the uniform shall not be worn when participating in activities such as public speeches, interviews, picket lines, marches, rallies or any public demonstrations which may imply Departmental sanction of the cause for which the demonstration is being conducted.

Region Managers shall specify which uniform to wear to DNR meetings.

Uniform issuance and inventory:

New associates will be provided an initial issue of uniforms necessary to perform assigned job tasks. As an alternative, their supervisor may provide shirts and trousers from site inventory.

Annually, associates may replace worn uniform items from available budgeted allocations. It is the site manager's responsibility to ensure that all site staff is properly attired with replacement uniforms.

Associates changing classifications through promotion, demotion or lateral transfer shall be issued and required to wear uniforms authorized for the position to which they are transferring. Any uniform items in the associate's inventory that are not authorized for the position to which they are transferring shall be turned in to the site.

Uniform items are the property of the State. Upon an associate's separation from the Parks, Recreation and Historic Sites Division, all uniform items except shoes, boots, shall be returned to inventory. All uniform items shall be washed and pressed before turning in to the site office.

Funds for uniform purchase shall be provided from site budgets.

Associates are expected to pay for socks and hose from personal funds.

Patches and cloth badges:

All positions shall have two Division patches with one sewn on the left sleeve and one sewn on the right sleeve of all shirts, windbreakers, work jackets, jumpsuits, coveralls, parkas, and jackets.

A Division cloth badge may be sewn on external garments such as parkas, windbreakers, etc. for those associates with law enforcement authority.

Name Plates

Non-LE Staff Nameplates shall conform to the following:

Name:	First and last name (in that order), all caps
Position:	Title
Material:	Metal
Name Plate Size:	2 ½ " x 5/8"
Color:	Silver, polished
Lettering:	Black
Attachment:	Two prong, press pin type fastener/clutch back.
Placement:	To be worn on the flap of the right breast pocket, centered on the top seam of the flap.



Only the following titles may be used on the Non-LE Staff Nameplates:

- PARK MANAGER
- SITE MANAGER (for Historic Sites)
- ASST PARK MANAGER
- ADMIN CLERK (for the full time administrative support position)
- PARK RANGER (for the evening on-duty ranger, Manager-In-Training, and others in the title or work capacity of Park Ranger)
- SENIOR PARK RANGER (Maintenance Supervisor)
- MAINTENANCE (for any Maintenance Staff except Supervisor of Maintenance)
- INTERPRETIVE RANGER
- NATURALIST
- TOUR GUIDE
- GOLF COURSE MANAGER
- GOLF COURSE SUPERINTENDENT
- RESOURCE MANAGER

LE Staff Nameplates shall conform to the following:

Name:	First and last name (in that order), all caps
Position:	No position title
Insignia:	Georgia State Seal to left of First Name (seal should be affixed to nameplate)
Material:	Metal
Name Plate Size:	2 ½ " x 5/8"
Color:	Silver, polished
Lettering:	Black



Attachment:	Two prong, clutch-back type fastener/clutch back.
Placement:	To be worn on the flap of the right breast pocket, centered on the top seam of the flap. On staff shirts with no right breast pocket, the nameplate shall be worn on the right side of the shirt opposite the top of the left breast pocket.

Service Pins

Uniform classifications, which permit a choice of two approved service pins, may wear up to two of the following pins, provided that the associate is current in the certification that the pin represents:

- A. Official State of Georgia Years of Service pin.
- B. Chaplin Pin (for the staff that serve as the PRHS Chaplin)
- C. Other service pin submitted through the associate's chain of command and approved by the Division Director. Approved pin must meet the following:

Criteria:

- 1. The pin designates certification in a skill, knowledge or ability in the health or emergency service field.
- 2. It is issued by a recognized and creditable agency or organization.
- 3. It represents a skill or service for which neither the issuing organization nor the associate will receive compensation.

Service pins shall be centered beneath the nameplate, except SAR and Wildland Fire Fighter pins. SAR and WFF pins should be worn above the right pocket, centered on the pocket. If both pins are worn, they should be worn side by side with the SAR pin to the far right. SAR

Uniform Class A, B, C

Class A and B are for the following positions: Site Manager, Assistant Manager, Resource Manager, Interpretive Ranger, Naturalist and Exhibit Guide. Class A is the Dress Uniform Winter and Summer and Class B is the Field Uniform Winter and Summer. Class C is for Park and Golf Maintenance only.

Administrative staff (Golf Managers, Clerks, Administrative Assistants and Kiosk) and Housekeepers have specific uniform procedures as listed below.

Managers should use discretion as to which class applies for staff that perform cross-over duties.

Class A Dress Uniform

Dress uniform shall be worn when representing DNR at public presentations, public meetings, funerals, luncheons, designated conference sessions and other similar functions where full dress is appropriate or specifically requested.

Note: It is strongly suggested that each employee maintain a dress uniform that includes a short sleeve and long sleeve shirt.

Winter

Pants: Green Field Trouser

Shirt: Long Sleeve Duty Shirt

Tie: Black Ties should extend down the front of the shirt to the top of the belt.

L.E. Badge tie tack

Non L.E. silver bar clip

Belt: Black leather 1 ¾" wide with silver colonial buckle

Shoes: Black Patent Leather Oxford Style shoe (high gloss) with black socks

All weather black jacket, 511 parka for LE positions only

Black Fleece coat with patches and no logo (HQ and Region staff may wear but with the logo and no sleeve patches)

Name Plate (silver with black letters) (attached to uniform shirt)

Campaign Hat can be worn in this class. Individuals providing notification for a Class A or B function will indicate if the campaign hat is to be worn for said function. This particular hat is not for maintenance personnel.

Summer

Same as above with the following exceptions:

Shirt: Short Sleeve Duty Shirt

No Tie

Class B Field Uniform

Class B Field Uniform is the working uniform for the following positions: Site Manager, Assistant Manager, Resource Manager, Interpretive Ranger, Naturalist, Exhibit Guide and Tour Guide.

Winter and Summer:

Pants: Green Field Trouser or Green Cargo Pant

Shirt: Long Sleeve / Short Sleeve Duty Shirt

Belt: Black leather 1 ¾" wide with silver colonial buckle

Boots/Shoes: Black in color and appropriate for the position. Standard black work or hiking boots are acceptable and should be polished on a regular basis. Shoes should be lace up oxford or athletic style, closed toe, solid black and no obvious logo (i.e. a black shoe with a bright white swoosh on the side would not be appropriate).

Sweater, Pullover: green

Sweater, Cardigan: green

Other outerwear as specified on contract or available from uniform vendor including: green vest, insulated coveralls, uninsulated coveralls, bib coveralls

Coats as specified on contract or available from uniform vendor including a variety of coats, jackets and foul weather gear

Coats for LE: 511 black parka and 511 black patrol rain pant

Black Fleece coat with patches and no logo (HQ and Region staff may wear but with the embroidered logo and no sleeve patches)

Name Plate (silver with black letters) (attached to uniform shirt)

Sun hat: The Breezer

Ball cap: Division provided cap

Maternity: Uniform vendor can add panels to any of the uniform pants

Green Uniform Shorts may also be worn in this class. Shorts are to be worn with short sleeve shirt only. Black boots or low quarter black shoes and black socks are to be worn as well. Shorts are not allowed for staff performing duties where shorts would be unsafe or inappropriate.

Campaign Hat can be worn in this class. Individuals providing notification for a Class A or B function will indicate if the campaign hat is to be worn for said function. This particular hat is not for maintenance personnel.

Class C Uniform

Class C Uniform is for Park and Golf Maintenance personnel only.

Winter and Summer:

Pants: Green Field Trouser, Green Cargo Pant or Green Jean from Uniform Vendor

Shirt: Long sleeve duty shirt / short sleeve duty shirt

Shirt: Short sleeve PRHS Division provided logo shirt – gray herringbone color polo shirt

Belt: Black leather 1 ¾" wide with silver colonial buckle

Boots/Shoes: Following the safety manual, any staff performing maintenance duties will be expected to wear boots. Standard black work or hiking boots are acceptable and should be polished on a regular basis. When appropriate, black athletic shoes are permitted with shorts and black socks. Shoes should be lace up oxford or athletic style, closed toe, solid black and no obvious logo (i.e. a black shoe with a bright white swoosh on the side would not be appropriate).

Sweater, cardigan or pull-over

Other outerwear as specified on contract or available from uniform vendor including: green vest, insulated coveralls, uninsulated coveralls, bib coveralls

Coats as specified on contract or available from uniform vendor including a variety of coats, jackets and foul weather gear

Black Fleece coat with patches and no logo (HQ and Region staff may wear but with the logo and no sleeve patches)

Name Plate (silver with black letters) (attached to uniform shirt)

Sun hat: The Breezer

Ball cap: Division provided cap

Maternity: Uniform vendor can add panels to any of the uniform pants

Green Uniform Shorts may also be worn in this class. Shorts are to be worn with short sleeve shirt only. Black boots or low quarter black shoes and black socks are to be worn as well. Shorts are not allowed for staff performing duties where shorts would be unsafe or inappropriate.

Year-round Part Time/Seasonal Maintenance and Interpretive Staff

Part-time employees, who work year round as well as Seasonal employees, will be issued the same items as the full time employees but smaller quantities will be issued at the discretion of the Site Manager. Follow guidelines listed in Class A, B or Class C depending on position.

Seasonal employees must supply their own footwear with personal funds, which should be black or dark brown in color, either shoe or boot. Following the safety manual, any staff performing maintenance duties will be expected to wear boots. Black athletic shoes are permitted with shorts and black socks. Year-round part time Maintenance employees will be provided footwear (boots) after 6 months of employment.

Administrative Staff and Housekeepers

(Golf Course Superintendents, Administrative Assistants, Clerks, Kiosk Attendants and Housekeepers)

Administrative and Housekeeping Staff will wear the PRHS Division logo staff shirt – hunter green in color with khaki pants. Staff will be provided with PRHS Division logo staff shirts and name tags. Name tags should be the same as the HQ/Region Office which is specified below.

Staff are responsible for supplying their own pants which must meet the following conditions. All Admin, Front Office Clerks and Kiosk Attendant shirts should be tucked and worn with khaki colored pants. Pants should be Dockers or Dickies brand in style, full length or capri, sit at natural waist, not have decorative patterns, not be distressed or have holes, etc. A belt should be worn with the shirt tucked. Belt shall be a plain, smooth finish with no pattern or decoration and either black, brown or tan in color. Belt buckle shall be a plain fastener without decoration or insignia. Staff are permitted to wear a short sleeve or long sleeve crew neck t-shirt gray or white in color under the polo for comfort or warmth. Administrative staff working indoors should not wear outerwear (sweaters, etc.) with the staff shirt.

Administrative staff should not wear ball caps, blue jeans or shorts.

Khaki colored shorts are permitted for Kiosk Attendants and Housekeepers only at the discretion of the Site Manager and must have a minimum inseam of at least 8" or greater and of the same style and specs as the pants.

Golf Course Staff are authorized to wear the Course logo and additional colored shirts sold in the clubhouse.

Approved Uniform List and Vendor Information:

Except for the specific items listed below, all uniform items will be purchased from the contracted vendor. Refer to the Order Form supplied by the contracted vendor for the list of contracted articles.

Uniform Apparel

Contracted Vendor: Servicewear Apparel / VF Imagewear. Utilize order form on PRHS Staff Resources for the official list of approved items.

Boots

A contract is not required to purchase boots. Sites may purchase from any vendor always seeking the best value.

Sites may still utilize the GSA available through GEMA. DNR is authorized to purchase items from the federal GSA (General Services Administration). From this contract, DNR can purchase uniform boots including Rocky and Danner boots.

GEMA contact is Don Sherrod but please copy the following addresses as well:

dsherrod@gsp.net 404-624-7041

ddasher@gsp.net 404-624-7203

dschmaedig@gsp.net 404-624-7048

Fax: 404-624-7055

Process: Complete the Request for Quote (RFQ) listing the item to obtain a quote on. List as much information about the item as possible (helps speed up the quote process) and send to Don. He will source the item and send a quote back to the park/site to verify and approve. The park/site will need to create a purchase order and send it along with the signed quote to Don and he will process it with the vendor.

When completing the Request for Quote, submit the Manufacturers Product Number not a Vendor/Distributor's Model number. For example, use the Danner Boot number not the number that Galls would use for that boot.

GEMA is under the umbrella of Dept Public Safety in People Soft financial system. When creating the purchase order, use PS Vendor # 0000014749 for Dept Public Safety/GEMA, address #67. (Note: The address cannot be change in the requisition but can be updated once the PO is created).

To review available items go to the GSAelibrary at www.gsaelibrary.gsa.gov. Schedule 67. View category 633 16 for Footwear. Men's and Women's Over-the-sock boots (work, uniform, sport).

These items may be purchased and do not need a contract:

- Name tags Non-LE
- Name tags LE
- LE Ball caps provided by John Geyer
- Dress shoes
- Boots
- Sun hat provided by Henschel Hats
- Waterfront Uniform

Metal Name Tags Non-Law Enforcement

Galls – 800-477-7766 fax: 800-944-2557

Metal Name Tags – Law Enforcement

Galls – 800-477-7766 fax: 800-944-2557

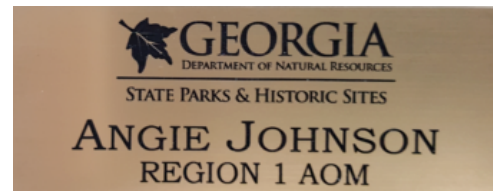
Name Tags for HQ, Region and Admin Field Staff

To be worn with the polo style PRHS logo staff shirt

Gold in color, plastic, magnetic back

Logo, name, title in black font

Vendor: GI Designs 770-382-3343



Placement - On staff shirts with no right breast pocket, the nameplate shall be worn on the right side of the shirt opposite the top of the left breast pocket.

Coat for Headquarters and Region Staff

Coat is for PRHS HQ and Region Staff only

511 Fleece with logo embroidery and no patch

Keeps 706-549-3434



Coat for Field Staff

Field Staff in Ranger Uniform – 511 Fleece with patched sleeves & no embroidery

Order 511 Tactical Fleece style # 48038; have patches sewn on sleeves

Dress Shoes

High gloss oxford shoe

Bates brand recommended

T&T Uniforms

770-433-3211

Sun Hat

Henschel Hats

The “Breezer”, Style # 5310-36 Green

www.henschelhats.com

1-800-USA-HATS

Period Clothing

Period apparel may be worn in lieu of the uniforms specified elsewhere in this regulation for programs at the parks or historic sites, and to participate in off-site interpretive demonstrations. Approval must be obtained from the associate's supervisor for permission to wear period clothing and for identification of which costume items may be worn. Period clothing should accurately reflect the style of the time period being interpreted.

Non-Uniformed Personnel (Atlanta and Regional Staff)

When visiting parks and historic sites in an official capacity, staff shall be dressed in clothing, which would be appropriate in an office setting. (Ties are not required but worn when appropriate.) Otherwise, associates may wear clothing appropriate for any type activity, IE: hiking, biking, and boating.

Name plates shall be worn on all site visits and when working promotional/trade shows so that DNR affiliation is easily recognized. The name plate should have the same specifications as those ordered by the PRHS HR Specialist. Staff should request their name tag order through the Marketing Coordinators in the PRHS Marketing Unit.

Authorization to purchase and wear any of the uniformed items shall be obtained from immediate supervisor. A variety of short sleeve and long sleeve apparel as well as outerwear with the official logo are also authorized upon approval of supervisor of each work unit.

Waterfront Staff

Lifeguard (only certified lifeguards)

Required:

Lifeguard Visor or Cap

Lifeguard white t-shirt – Georgia State Parks and Historic Sites can be printed below the lifeguard insignia.

Males: Swim Trunks, mid-thigh length (to be furnished by associate) with no inappropriate insignia or logos.

Females: One Piece Bathing Suit, respectable style (to be furnished by associate) with no inappropriate insignia or logos.

Optional:

Flip-Flops (when not on guard duty)



Tour Boat Operators and Staff conducting Paddling Programs

The Tour Boat/Paddling Program Uniform is approved only for Staff conducting boat tours and paddling programs. If interpretive staff conducting paddling programs have other programs or tasks during the workday, they should be in their approved uniform as listed in Class B above. Shirts should be tucked into pants at all times and should be pressed as to present a professional image.

Shirt:

Quick dry paddling shirt, long sleeve and/or short sleeve issued by the Department. Contact Ellen Graham for issuance/vendor info.

Bottoms:

Pants as specified in Class A, B, C above.

Shorts as specified in Class A, B, C above.

Capri Pants are approved but are the employee's responsibility to purchase with personal funds and must be green in color and of the same style as the pants specified in Class A, B, C above.

Hat:

PRHS ball cap or breezer hat as specified in Class A, B, C above.

Footwear:

Footwear as specified in Class A, B, C above.

Closed-toe water shoes neutral in color are approved but are the employee's responsibility to purchase with personal funds.



Debris Team

When deployed, staff assigned to the Debris Team will wear their issued uniform and PPE with the exception of the uniform shirt. Staff will wear a debris shirt issued by the PRHS Division which will have DNR Parks Division on the back of the shirt and the Division logo on the front pocket of the shirt. Staff serving on the Debris Team will be issued a supply of 5 short sleeve and 5 long sleeve shirts. Notation: As of April 15, debris shirt is being produced and is forthcoming.

LONG SLEEVE PERFORMANCE T-SHIRT - COOLTOUCH® 2

SMT2



Uniform and Appearance Procedure for Volunteer Associates – Refer to the Volunteer Manual

Authority:

Not applicable.

Attachments:

Attachment 1 - Uniform Order Form

Attachment 2 - Uniform GEMA Boot Order

Attachment 3 - Uniform GEMA Boot Order Form

Reference:

PRHS Operating Procedure O-U-2 Uniform Appearance Standards