

Oklahoma Department of Agriculture, Food and Forestry
Forestry Services
Standard Operational Policies & Procedures

Section:	<u>Personnel</u>	Effective Date:	<u>7/1/1977</u>
Subject:	<u>Uniforms</u>	Date Modified:	<u>2/1/2017</u>
Policy Number:	<u>2.1</u>	Approved by:	

Policy Title: Division Uniform Policy

Policy Overview:

Oklahoma Forestry Services, a division of the Oklahoma Department of Agriculture, Food and Forestry, provides its field employees a standard uniform to be worn for the purpose of public recognition in the performance of their jobs and to increase public awareness of the division. This policy is intended to provide standards and guidance in the issuance, wearing and accountability of uniform items.

Policy Statements:

- 2.1.1 Unless otherwise authorized by the Division Director, all permanent personnel will be issued and required to properly wear Oklahoma Forestry Services uniforms during discharge of their official duties including while traveling out of state for fire response or meetings.
- 2.1.2 The official uniform consists of 4 options:
 - a. Option 1: Dress Shirt (with sleeve patch) worn with green pants (fire pants are acceptable) or moderate length green skirt, brown or black belt, brown or black shoes or boots, name tag.
 - b. Option 2: Casual Shirt (polo or collar casual with breast insignia) in worn with jeans or jean skirt, khaki or black pants or skirt, brown or black belt, brown or black shoes or boots.
 - c. Option 3: Polo Shirt worn worn with green pants (fire pants are acceptable), brown or black belt, brown or black boots.
 - d. Option 4: Polo Shirt worn with jeans or jean skirt, khaki or black pants or skirt, brown or black belt, brown or black shoes or boots.
 - e. Notes:
 - OFS logo t-shirts can only be worn in situations where public contact is minimal. They are primarily to be worn under uniform or fire shirts.
 - Running shoes are not acceptable to be worn when in uniform.
- 2.1.3 Currently authorized exceptions to the uniform policy are:
 - a. The following personnel are not required to wear a uniform on a daily basis in the performance of their routine duties but may receive a full or partial initial issue and allotments: Director and Administrative personnel. Personnel in these positions are recommended to wear an OFS-logo shirt on appropriate occasions such as meetings with members of the public or attending a public event in order to promote division recognition.
 - b. Personnel representing the division at formal functions may wear a dark tie and green trousers to Option 1 above when a dress uniform is more appropriate. With the approval of the appropriate Assistant

Director, employees may dress appropriately for the function – e. g. dress suit, sport coat and tie. In these cases, an OFS lapel pin should be worn)

- c. Personnel experiencing medical conditions. This exception requires proper documentation from the primary or attending physician.
- d. New personnel for whom the uniform issue has been unavoidably delayed.
- e. Forest Regeneration Center/ Forest Tree Improvement Center personnel working on the OFS facility and at the discretion of the Area Forester may be allowed to wear khaki or green short pants during extremely hot weather, while performing duties where concern for safety allows, and when public contact is unlikely. An OFS polo or t-shirt must still be worn.

2.1.4 Initial Issue: For authorized personnel the initial uniform issue shall be determined by the Division Director as current budget allows. If no restrictions are given, it will consist of the following new or good used items:

- 3 Dress Shirts (combined long & short sleeve)
- 3 Casual shirts (combined Polo or Collared Casual)
- 5 OFS T-Shirts
- 2 Nomex BDU-Style Fire Pants
- 1 Jacket or Work coat
- 2 Caps
- 2 Name tags

2.1.5 Annual Uniform Allotment: An annual supplement uniform allowance for authorized personnel shall be determined by the Division Director as the current fiscal year financial situation allows. Items purchased with this allotment shall be left up to the individual employees based on their specific need. It should not be assumed that authorized personnel are entitled to get full allotment every year. The Area Forester or supervisor should use their discretion in allowing the full amount.

2.1.6 Limit on Active Issue: There will be a maximum issue per employee of 8 dress shirts (combined long and short sleeve), 14 combined Polo or collared casual shirts, one jacket, one work coat, one pair of non-insulated coveralls, one pair of insulated coveralls, and 4 name tags. **No more than 2 caps may be ordered each year.** Once an employee reaches the limit of issue, they must turn in used items prior to receiving new issues. The Area Forester or supervisor will have discretion on accepting the return of used items.

2.1.7 Individually Purchased Items: An employee may purchase additional items above their issue or allotment at their own expense. These items may be purchased through the Forestry Services active contract when applicable. Individually purchased items from local vendors intended for use as uniform articles must look identical to Forestry Services items and be of equal or higher quality. No modification of the logo or design is allowed.

2.1.8 Replacement Items: Uniform items destroyed while performing assigned duties may be replaced at agency expense, if in the determination of the Area Forester or supervisor, such destruction was not due to neglect or normal wear and tear. Such replacement may be made with new or good used items at the Area Forester's or supervisor's discretion. Employees are expected to take reasonable precautions to avoid destruction of uniform items.

2.1.9 Lost Articles: The agency will not replace articles lost by an employee. Employees are responsible to replace lost uniform items at their own expense.

2.1.10 Used Articles: Used uniform articles may be reissued to employees based on need. These articles may or may not be considered part of the official uniform issue depending upon the individual situation and condition of the article.

- 2.1.11 Disposal of Used Articles: Used articles in poor condition may be reissued without charge against any issue and may be worn while performing such jobs as changing oil or welding. They may also be used as shop rags or discarded if their condition warrants. Agency patches and emblems should be removed before discarding uniform items.
- 2.1.12 Uniform Ordering: An annual uniform allotment will be provided to each authorized employee as budgets allow. It is the responsibility of the employee to complete an individual order form and submit it to the designated Area coordinator by the established deadline. Such orders are not to exceed the annual allotment. The Area coordinator will then compile a consolidated order for their personnel and submit it to the Division coordinator.
- 2.1.14 Ownership and Record Keeping:
- a. Ownership - Uniform articles purchased with Forestry Services funds remain the property of the agency. When an employee leaves the employment of the agency for any reason, they must return all Forestry Services owned articles in their possession, including all official emblems. Failure to do so will result in retention of the individual's final check.
 - b. Record of Issues and Returns - An official record of uniforms issued and returned will be kept for each individual at the Area level. The Individual Uniform Order Form will be used for record of items returned and a balance sheet must be kept to avoid exceeding the employee's limit of issue. Balance sheets must be referred to prior to placing the individual's uniform order.
 - c. Name Tags: All name tags identifying the individual as an employee of Oklahoma Forestry Services must be surrendered when employment ends, whether they were purchased with personal funds or state funds. Name tags without division identification are not required to be returned.
- 2.1.15 Dress Code: The official uniform of Forestry Services will be worn as follows:
- a. The uniform will be worn while on official duty only. Coveralls, or overalls, or other garments can be worn for specific tasks when approved by the Area Forester or supervisor.
 - b. Uniform items will not be worn separately or in combination with other personal garments unless authorized in another section of this policy.
 - c. Uniform articles are to be reasonably neat and kept in a good state of repair. Supervisors are responsible for assuring compliance.
 - d. Uniform shall be worn when representing the division at an informal function attended by the public such as festivals and state fairs.
 - e. Clothing worn by temporary laborers is left to the discretion of the Area Forester but must be appropriate for the tasks being performed and presentable.
 - f. The official headgear of the Forestry Services will be a black baseball type cap with a OFS insignia emblem affixed to the front center. Personal caps with printing, patches, or insignia of any other kind other than the OFS shield are **NOT** authorized for on duty wear and shall not be worn.
 - g. Foul weather clothing (e.g. raincoat, poncho) may be worn over uniforms as appropriate.
 - h. The name tag will be worn just above the right pocket or on the right pocket flap of the uniform shirt.
 - i. Appropriate pins such as memorial or service pins may be worn on the uniform shirt.
 - j. AUTHORIZED EXCEPTIONS:
 - Personal caps without printing, patches or insignia other than OFS shield may be worn at the discretion of the Assistant Directors or Area Foresters.
 - Western hats of a conservative nature may be worn as part of the official uniform. It is at the discretion of the Assistant Directors or Area Forester to define "Conservative."
- 2.1.16 Official emblems are required on all Forestry Services uniform clothing.
- a. On the work jacket and official uniform dress shirts an OFS Shield emblem will be neatly affixed, and centered 1 ½" below the shoulder seam on the left sleeve.

- b. On other OFS shirts and outwear (Polo shirts, fleece vest/jacket, etc.) an OFS insignia will be screen printed or embroidered on the left front.
- c. Emblems will be worn on regulation items only. Personal clothing with printing, patches, or insignia of any other kind is **NOT** authorized for duty wear.