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Title: **Uniforms, Uniform Logos and Standards of Dress**

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Page 1 of 4

## **PURPOSE:**

To establish standards of dress for Wildlife Resources Division personnel that accommodate a variety of job functions and working environments while providing comfort and safety to WRD staff. The uniform policy and use of the WRD logo on uniforms insures that personnel are recognizable to the general public and is designed to portray a professional image.

The varied working conditions within WRD dictate the need for policy flexibility that provides the optimum in individual comfort, job safety and public image. It is essential that all personnel conform to dress practices within the dictates of good taste and custom.

## **POLICY:**

### A. Uniform Items

1. Uniform items are defined as articles of clothing, and accessories, purchased by WRD for use by personnel while performing their duties.
2. All uniform approved items will be incorporated into the WRD online catalog found at <https://gadnruniformstore.com>.
3. Section Chiefs may determine the annual amount available to each employee for purchase of uniform items and other specialty items (safety wear, snake chaps/boots, waders, gloves, foul weather gear, etc.)
4. The WRD Director's Office has final authority for determining which items are incorporated into the WRD online uniform catalog.

### B. Wearing of Uniform Items

1. Division personnel performing field duties that require them to be easily recognized as a WRD employee, will wear prescribed items exhibiting the Division logo and conform to all other standards of dress.
2. Division staff may wear appropriate uniform items any time they are on duty.
3. Wearing of uniform items in combination with non-uniform items is allowed in offices and the field as long as all items of dress are appropriate for the duties being performed. For intra-division statewide, inter-divisional and inter-departmental meetings, dress will be business casual or business as defined in Commissioner's Memo *Manner of Dress* dated May 1, 2013 (**Attachment 1**).
4. Staff may choose not to wear items exhibiting the Division logo if civilian attire or approved business casual or formal wear is more appropriate. However, appropriate uniform items should be available for unexpected work requiring such items.

- Personnel not in uniform shall dress in a manner appropriate to the type work being performed, in accordance with commonly accepted standards of good taste.
5. Regional supervisors/Program Managers, and above, may prescribe the type uniform dress appropriate for particular occasions or seasonal changes and also whether name tags/badges are required.
  6. Uniform Items, listed in the online catalog, will be classified as “Office Attire” and/or “Field Attire”. Uniform items may not be worn in settings for which they are not classified.
  7. When worn, uniform items will be clean and generally presentable in social and public forums. Approved hats and caps may be worn at the discretion of the employee. Only articles prescribed in policy and support documentation are authorized for wear with uniform items, except specialty and safety gear.
  8. The wearing of Division-provided items of clothing is prohibited specifically under any of the following circumstances:
    - a. When engaged in off-duty or non-departmental duties.
    - b. During, or in connection with, the furtherance of private employment or commercial interest, especially when an inference of official sponsorship of the activity or interest could be drawn.
    - c. Under circumstances which tend to bring discredit upon this Department.
    - d. When participating in public meetings, rallies, etc., as a private citizen (except when specifically authorized); when officially engaged in providing assistance to any unit of government during civil disorder (except when specifically authorized).
  9. Except when specifically prohibited, uniform items made obsolete by change in design or materials may continue to be worn until no longer serviceable, except that **no uniforms with obsolete logos (updated in 2009) may be worn** and should be disposed of properly as described in Section G.
  10. Consumption of alcoholic beverages while wearing uniform items is not allowed.

C. Standards of Dress

Inherent in portraying a professional atmosphere and engendering trust in our customers is the obligation of maintaining acceptable standards of dress. Brief public encounters often give impressions that form the basis for long-lasting judgements that may, or may not, reflect favorably upon our agency. Consequently, the following standards shall be adhered to by all WRD staff.

1. Items of dress shall be clean, neat and serviceable at the start of the day. Care should be taken to maintain as neat an appearance as possible, considering the work activity of the day, regardless of whether the activity occurs in the field, office, or public forum.
2. Office Attire – WRD-provided uniform items appropriate for wearing in an office environment, public forum, or other professional setting are identified as “Office Attire” in the online catalog. Non-uniform items worn in the office should be business casual in nature, consistent with Commissioner’s Memo *Manner of Dress*

- dated May 1, 2013 and should conform to standards of good taste and norms for appropriate, professional office attire.
3. Items that are not approved for working in WRD offices shall be consistent with similar guidance provided in Commissioner's Memo *Manner of Dress* dated May 1, 2013 and includes shorts, t-shirts, sandals, blue jeans (except in connection with charitable contributions and/or Director-declared special days) or other denim-style pants.
  4. Field Attire – WRD-provided uniform items appropriate for wearing in the field are identified as “Field Attire” in the online catalog. Non-uniform items worn in the field should be appropriate for the day's duties and conform to standards of good taste and norms for appropriate field wear. Swimsuit bottoms, tops, or both as outer garments, and clothes that expose the midriff are never suitable for field attire. Sections should provide more suitable field attire to interns, hourlies and volunteer workers, if necessary.
  5. T-shirts – T-shirts are provided for use by field staff to wear when specific work activities likely will render other uniform items unwearable due to staining. Examples include performing routine maintenance and mechanical work on equipment where grease and/or other materials that cause permanent stains are present, operating equipment such as chainsaws and bushhogs/tractors, marking of timber with tree paint, field rescue of marine mammals, necropsy of wildlife, cleaning or maintenance work on hatchery ponds, etc. T-shirts should only be worn during the time period the employee is engaged in these activities. Personnel wearing t-shirts also should have other appropriate field or office wear available to change into when these activities are complete, especially if the employee will be returning to the office or other areas where public interaction is to be expected. Additionally, t-shirts shall only exhibit the standard WRD logo. No other writing, logo or parts of the WRD logo will be permitted unless otherwise indicated within this policy.
  6. Business attire, as defined in Commissioner's Memo *Manner of Dress* dated May 1, 2013, shall be worn by all WRD staff attending DNR Board Meetings and visiting the Capitol while the Legislature is in session.

#### D. Uniform Logos

There are four (4) approved logos within Wildlife Resources Division: 1) Standard WRD Logo featuring the state symbol with animals and the wording Wildlife Resources Division, Georgia Department of Natural Resources; 2) Charlie Elliott Wildlife Center Logo, 3) GoFish Georgia logo with lure, and; 4) Go Fish Georgia logo with bobber. Each of these logos may appear on uniform items in the WRD uniform catalog and their use is at the discretion of the Director's Office and Section Chiefs. No decisions regarding their use may be made by anyone but the Division Director or the appropriate Section Chief.

#### E. Hats

Only WRD Logo-embossed hats, available in the online uniform catalog, may be worn while on duty, regardless of whether in the office or field. Wearing a uniform hat is at the

discretion of the employee, but staff are expected to exercise discretion and decorum in their choices of appropriate venues to wear hats, and which of the available hats to wear. WRD non-uniform promotional hats are not appropriate to wear at any time while on duty. Promotional hats may only be worn off-duty and not in association with any WRD logoed, uniform item.

F. Boots

Boot purchases are to be made for staff whose job responsibilities carry them into the field on a regular basis to work outdoors, or whose jobs are the supervision of such staff and whose oversight and review of work carries them outdoors to fulfill their job responsibilities. Office staff whose functions are classified as largely administrative and spend the majority of their time in an office are not eligible for boot purchase by the Department. Boots being purchased under this policy should be appropriate for the field function for which they are being acquired. Some discretion is afforded to Supervisors in order to address the many job functions our technical and professional field staff conduct, but good judgement on the part of purchase approvers is necessary.

G. Pants

Pants purchases are intended for staff who have a need for field pants because their primary job responsibilities include outdoors work that may ruin personal clothing. Additionally, pants purchases are approved for staff whose primary functions include repeated public interface outside of the office in which they are required to represent the Department at functions such as public meetings, trade shows, dedications, educational programming, etc., as part of their job responsibilities. The purchase of pants is not approved for staff whose primary job responsibilities are to perform administrative functions in DNR offices.

H. Shirts

All full-time staff with accounts in the uniform system may order shirts appropriate for their primary job responsibilities. Full time administrative staff whose primary job functions are restricted to DNR offices should only purchase and wear shirts listed as appropriate for office attire, not field attire.

I. Uniform Disposal

Uniform items with an intact logo should never be donated. Logos must be removed in their entirety prior to donation. Items may be returned to Region offices for disposal and/or recycling at uniform recycling facilities. As the last option, items may be thrown away after logos are destroyed.

Attachments

**Attachment 1** – Commissioner’s Memo *Manner of Dress* dated May 1, 2013