

NEVADA DEPARTMENT OF WILDLIFE INTERNAL POLICY AND PROCEDURE	Pages: 7 Effective: February 2004. Amended Feb. 2007, and Apr 2008. Approved: Doug Hunt Deputy Director
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TITLE: UNIFORMS

AFFECTED EMPLOYEES: All Department of Wildlife Personnel

REFERENCE: NRS 281.121; 289.800; 608.165

PURPOSE: To provide a distinctive, high quality uniform to be worn by Department personnel; to provide a method to provide employees with approved (budgeted) uniform items as well as items which are an approved part of the uniform, but must be purchased out-of-pocket by the employee; to establish the manner of payment; and to designate uniform supplier pursuant to the Department’s binding contract.

POLICY: A distinctive uniform aids the public in identifying the wearer as a Department employee. It is the policy of the Department that uniformed employees as defined by uniform allowance group will wear the Department uniform in conformance with this policy and procedure.

PROCEDURES:

Wearing the Uniform

All personnel assigned under a uniform allowance group will wear a uniform while on official duty, except under the following conditions:

Optional:

1. Director, Deputy Director, Division Chiefs, Department personnel, and regional supervisory staff for game, fisheries, conservation education, wildlife diversity, and habitat when working in their assigned office.
2. Traveling to and attending seminars, conferences, or meetings, unless the uniform is appropriate dress.
3. When engaged in special tasks for which other clothing would be more suitable. Prior approval must be obtained from the supervisor for this option.

Wearing the uniform is prohibited:

1. When off duty, except when traveling to/from assigned duty location.
2. When mixed with items of non-uniform clothing.
3. When consuming alcoholic beverages.
4. When in court appearance and instructed by the court to wear conventional clothing.

Statement of Responsibility

The Department of Wildlife intends that its uniform and the manner in which the uniform is worn reflect positively on the agency. Responsibility for proper attire when representing the agency rests with each employee. Accountability for insuring that the uniform is worn properly and that it is in good condition rests with each program element supervisor. Each program element supervisor is delegated the authority to determine which uniform and non-uniform clothing items are acceptable for performing various tasks. Supervisory personnel are also responsible to insure that employees abide by the provisions of this policy. Failure to comply with this policy shall be cause for disciplinary action, in accordance with procedures specified in the Nevada State Administrative Manual. Uniformed employees are not expected to maintain the full complement of uniforms, nor is the Department expected to provide same, if specific uniform items will not be needed in the normal course of work.

Instruction on wearing uniform

1. All clothing worn on duty shall be neat, clean, in good repair, and serviceable for the job being done.
2. Uniformed personnel are not required to wear a hat while on duty. No unauthorized hat will be worn. Hats will be clean, neat and unaltered.
3. Soft body armor will be worn in accordance with Department directive.
4. Uniform shirts will be buttoned to the second button when not wearing a tie. Pants will be worn outside of boots. Shirt button line, buckle and zipper will be worn in alignment.
5. T-shirts as outerwear and/or athletic shoes will not be worn except for special tasks as approved by the supervisor. Deck (Boat) shoes will be worn while on boat duty.

FIELD UNIFORM

Pants	All personnel are authorized to wear either the dark blue denim, dark blue cargo or the Dacron polyester dress pants. Faded, stonewashed and other similar variations are not permitted.
Tie	The tie will be worn at the discretion of the employee and/or his/her supervisor. The tie may be worn with either the short or the long-sleeve shirt.
Hat	Either the Department's hat or a baseball type hat approved by NDOW may be worn.
Shorts	Approved shorts may be worn during the hot summer period, only while on field duty (including Boat duty). Shorts will not be worn for office duty or in a meeting.
Belt	A black or brown belt will be worn with the uniform.

LE CLASS A - DRESS UNIFORM

Law Enforcement personnel will follow Division SOP regarding dress uniform.

ACCESSORIES

Only the following accessories are to be worn as part of the uniform:

Shoulder Patch -- Displayed one inch below the shoulder seam on both sleeves of all shirts and coats except when an insignia is embroidered, such as the pullover polo shirt and non-law enforcement uniform shirt.

Badge -- Worn on the left side above the pocket of the outer garment when on uniformed enforcement duty. Only the official Department 6-point metal star shall be worn. The Department will supply two metal badges for each deputized employee. The Director may authorize cloth sew-on or embroidered badges for other garments.

Name Plate -- Silver name plate provided by the Department will be worn with the bar on the right side, centered on the top seam of the pocket flap of the outer garment, except on polo shirts with embroidered emblems.

Pistols and "Leather Goods" -- Worn only as approved and/or supplied by the Department.

Specialty Items -- such as, but not limited to, special use gloves, snowmobile suits, vests, wet suits, wearable life jackets, rain gear, dark blue coveralls, special order shirts, dark blue Carhart style jackets, etc., may be worn with the uniform. Some items may not be carried by the uniform vendor and are considered as operational expenses and will be supplied from project budgets, as approved by the Division Chief. Other specialty items are not specifically delineated in this policy and are situation dependent (dependent on the needs of the project and the agency).

MANNER OF PURCHASE AND REIMBURSEMENT

All purchases of uniform items will be made through the Department's Contractor. It shall be the responsibility of each employee to obtain items of authorized uniform clothing and maintain them in serviceable condition. The Department has negotiated, under its uniform contract, to extend the discounted prices to employees purchasing items through the Department's vendor. Department employees purchasing uniforms out-of-pocket are, therefore, encouraged to take advantage of the discounted prices the Department has negotiated with the vendor on their behalf.

New employees, including new seasonal employees, are authorized to purchase any of the initial issue uniform items listed in their uniform allowance group below that are required and serviceable for the job. Employees do not receive a uniform allowance as the Department provides all authorized and budgeted uniform items through direct purchase. Uniform items will be replaced, at the discretion of the individual's supervisor, when it is determined that the item no longer meets the criterion established in this policy.

Employees who move to a uniform allowance group with additional clothing

requirements will be authorized by their supervisor to obtain the additional clothing items through the Department purchasing process.

Uniform items that have law enforcement emblems embroidered or sewn on (badges) are available only to law enforcement personnel. Department employees may purchase all other uniform items, including those items not included in their uniform allowance group, out-of-pocket.

**NEVADA DEPARTMENT OF WILDLIFE
AUTHORIZED UNIFORM ITEMS**

Uniform Item and Description	Annual Quantity of Item allowed	Life Expectancy of item in years
GROUP 1 Administrative Staff		
<i>Director, Deputy Director, Bureau Chiefs, Wildlife Health Specialist, Conservation Educators, Staff Biologists, Supervising Biologists, Engineer</i>		
Summer hat -- blue with round Department logo (select one: twill or mesh)	1	1
Work pants -- dark blue Wrangler or dark blue cargo	Select up to two	1
Dress pant -- dark blue	1	3
Short sleeve work shirt -- gray with embroidered Department logo	select	2
Long sleeve work shirt – stone with Department logo and Division of (your Division)	2	2
Long sleeve work shirt -- gray with embroidered Department logo	select	2
Polo shirt -- embroidered Department logo - navy	2	2
Mock turtleneck -- dark navy	1	2
Commando sweater -- navy without emblems	1	6
Boots - 8" Danner Pronghorn – brown	Select	4
Boots – 8” insulated Danner Acadia - Black		4
Boots - 8" uninsulated Danner Acadia - Black	One	4
Coat - weather 4 with Department patch on each sleeve	select	6
Parka - insulated with Department patch on each sleeve	one	6
Belt	1	8
Necktie -- clip-on navy 18" or 20"	1	8
Shorts - dark blue cargo walking shorts	1	2

Uniform Item and Description	Annual Quantity of Item allowed	Life Expectancy of item in years
GROUP 2 Field Biologists		
<i>Biologists, Hatchery and Management Area Technicians, Pilots, Communications Technicians, Maintenance Repair Specialist</i>		
Summer hat -- blue with round Department logo (twill or mesh)	2	1
Winter hat	1	4
Work pants -- dark blue Wrangler or dark blue cargo	Select up to four	1
Dress pant -- dark blue	1	3
Short sleeve work shirt -- gray with embroidered Department logo	select	2
Long sleeve work shirt -- gray with embroidered Department logo	select	2
Polo shirt -- embroidered Department logo - navy	2	2
Mock turtleneck -- dark navy	2	2
Commando sweater -- navy without emblems	1	6
Boots - 8" Danner Pronghorn - brown	select	4
Boots – 8" insulated Danner Acadia - Black		4
Boots - 8" uninsulated Danner Acadia - Black	one	4
Coat - weather 4 with Department patch on each sleeve	select	6
Parka - insulated with Department patch on each sleeve	one	6
Boat shoes – Converse Classic - white	1	2
Belt	1	8
Necktie -- clip-on navy 18" or 20"	1	8
Shorts - navy cargo 5.11 Tactical	2	2
Long sleeve work shirt – stone with Department logo and Division of (your Division)	2	2

Uniform Item and Description	Annual Quantity of Item allowed	Life Expectancy of item in years
GROUP 3 Game Wardens		
<i>Game Wardens, Staff Wardens, Chief Game Warden</i>		

Summer hat -- blue with badge patch (twill or mesh)	2	1
Winter hat	1	4
Dress hat – navy straw campaign hat with chin strap	1	25
Dress hat cord – silver acorn	1	25
Work pants -- dark blue Wrangler or dark blue cargo	Select up to four	1
Class A dress pant – dark blue w/ black stripe	2	5
Short sleeve deputy shirt -- gray with Department patch on each sleeve	up to three	2
Long sleeve deputy shirt -- gray with Department patch on each sleeve	up to three	2
Polo shirt – navy embroidered Department badge	2	2
Mock turtleneck -- dark navy	2	2
Commando sweater -- navy without emblems	1	6
Boots - 8" uninsulated Danner Acadia - Black	select	4
Boots – 8” insulated Danner Acadia - Black	select	4
Boots – 8” Danner Striker – black (insulated)	select	4
Boots – 8” Danner Striker – black (uninsulated)	one	4
Class A dress shoe – Military Bates	one	10
Coat - weather 4 with Department patch on each sleeve	select	6
Parka - insulated with Department patch on each sleeve and embroidered badge	one	6
Boat shoes – Converse Classic - White	1	2
Belt	1	8
Necktie -- clip-on navy 18" or 20"	1	8
Shorts - navy cargo 5.11 Tactical	2	2
Class A Ike Jacket – navy	1	25
Long sleeve work shirt – stone with Department logo and Division of (your Division)	2	2
White ceremonial glove (unisex)	2	10

Uniform Item and Description	Annual Quantity of Item allowed	Life Expectancy of item in years
GROUP 4 Seasonal Employees		
Summer hat -- blue with round Department logo (select one: twill or mesh)	1	1
Work pants -- dark blue Wrangler or dark blue cargo	Select up to three	1
Polo shirt -- embroidered Department logo - navy	1	1
Short sleeve work shirt -- gray with embroidered Department logo	Select up to two	1
Long sleeve work shirt -- gray with embroidered Department logo		1
Shorts - dark blue cargo walking shorts	1	1

Uniform Item and Description	Annual Quantity of Item allowed	Life Expectancy of item in years
GROUP 5 Other Department Personnel <i>(customer service, boat desk, others as deemed appropriate)</i>		
Polo shirt -- embroidered Department logo - navy	Select up to two	1
Long sleeve work shirt – stone with Department logo and Division of (your Division)		1

GROUP 1
Administrative Staff



Cargo



Wrangler



Dress Pants



Cargo Shorts



Short Sleeve Work Shirt



Long Sleeve Work Shirt



Long Sleeve Work Shirt
Embroidered (Division)



Polo Shirt



Mock Turtleneck



Commando Sweater



Insulated Parka



New Gen 3 Jacket



Danner Pronghorn (Brown)



Danner Acadia (Black)



Necktie



Belt



Summer Hat (round logo)

GROUP 2
Field Biologists



Cargo



Wrangler



Dress Pants



Cargo Shorts



Short Sleeve Work Shirt



Long Sleeve Work Shirt



Long Sleeve Work Shirt
Embroidered (Division)



Polo Shirt



Mock Turtleneck



Commando Sweater



Insulated Parka



New Gen 3 Jacket



Danner Pronghorn (Brown)



Danner Acadia (Black)



Necktie



Belt



Summer Hat (round logo)



Winter Hat



Boat Shoe

GROUP 3
Game Wardens



Cargo Pant



Wrangler



LE Dress Pant



5.11 Cargo Shorts



LE Polo



Long Sleeve Work Shirt
Embroidered (Division)



Long Sleeve Deputy Shirt



Short Sleeve Deputy Shirt



Mock Turtleneck



Insulated Parka



New Gen 3 Jacket



Commando-Sweater



Danner Acadia



Danner Striker



Boat Shoe



Tie



Belt



Summer Hat (Badge)



Winter Hat



Class A Dress Ike Jacket



Campaign Dress Hat



Hat Cord



Dress Ceremonial Glove



Dress Shoe

GROUP 4
Seasonal Employees



Summer Hat (Round logo)



Cargo Pants



Wrangler



Polo Shirt



Short Sleeve Work Shirt



Long Sleeve Work Shirt



Cargo Shorts

GROUP 5
Other Dept. Personnel



Polo Shirt



Long Sleeve Work Shirt Embroidered (Division)