

*State of California
Department of Parks and Recreation*

Uniform Handbook For Interpretive Personnel



December 2011



PREFACE

This handbook provides State Parks personnel with a clear, concise, and easy-to-use guide for all aspects of appearance and uniforms. It combines disparate references from the latest Department Operations Manual (DOM) Uniform Chapter into a cohesive whole. It also incorporates relevant Departmental Notices.

This handbook contains the latest specifications for State Parks personnel uniforms and related DOM policy regarding:

- Responsibilities - Managers and Supervisors, DOM 2301
- Professional Appearance, DOM 2302
- Personal Grooming Standards, DOM 2303
- Uniform Standards, DOM 2304
- Insignia and Identification, DOM 2305
- Uniform Replacement Allowance, DOM 2306
- Claims for Damage to Employee's Personal Property, DOM 2307

UNIFORM HANDBOOK FOR INTERPRETIVE PERSONNEL

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INTRODUCTION, Per DOM 2300

Within the Department of Parks and Recreation, there are employee classifications that are required to wear a uniform, as an administrative directive as well as to foster public respect and acceptance. The purpose of the uniform is to identify the wearer as a member of the Department of Parks and Recreation, to uphold the Department's public image by achieving high standards of uniform appearance, and to promote pride within the organization. When personnel assigned to headquarters or service centers wear the uniform, all standards appropriate to their respective classes shall apply.

1. RESPONSIBILITIES - MANAGERS AND SUPERVISORS, Per DOM 2301

The Division Chief is responsible for ensuring that the policies on uniforms and personal appearance outlined in this chapter are understood and followed by all field employees wearing uniforms. The District Superintendent is delegated the authority to enforce these policies in the District. The supervisor is responsible for administering these policies on a day-to-day basis ensuring compliance by employees under his/her supervision. The Training Center Manager is responsible for enforcing uniform policies for employees while attending formal training at the Mott Training Center.

District Superintendents or their designee may conduct uniform inspections. Uniform inspections are intended for management to review each employee attired in the uniform of the day to determine if he/she meets uniform requirements.

Uniform options and policies not specified in this chapter or handbook shall be decided by the Deputy Director, Park Operations, after consultation with Park Operations Policy Group.

2. PROFESSIONAL APPEARANCE, Per DOM 2302

The following are general rules concerning the use and wearing of any Departmental Uniform.

1. Uniforms shall be kept clean, have a well-pressed appearance, and shall fit properly at all times. Uniform clothing items with visible areas of disrepair including snags, holes, and tears and noticeable wear such as fraying, stains, and fading shall not be worn.
2. All uniform articles shall be neatly worn, fully buttoned, shirt tucked in, and sleeves not rolled up. Only the top button of the shirt may be left unbuttoned when the tie is not worn. Pocket flaps shall be buttoned at all times.
3. All hats/ball caps shall be worn with the front of the hat/ball cap to the front of the head. Hats/ball caps shall not be worn indoors except for presentations.
4. The authorized belt shall be worn through the belt loops.

5. Undershirts, if showing, shall be crew neck style, plain white, black, or tan in color, clean and neat, and free from fraying or holes. Sleeve length of the undershirt shall not exceed the sleeve length of uniform shirt.
6. Black dyed leather items shall be kept shined. Patent leather or patent leather appearance is not acceptable. Any metal shall be kept polished.
7. Unless otherwise covered by bargaining unit contract and consistent with the specifications for individual classifications, no jewelry shall be worn other than wristwatches, rings, the "Golden Bear" tie tack, plain earrings (female employees only), or special act medals or service pins. No jewelry shall be worn which presents an unprofessional image.
8. Employees shall have no visible body decorations that present an unprofessional image. If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual. False eyelashes are prohibited.
9. Large items shall not be carried in pockets. No visible items may be carried in the shirt pocket except a maximum of two writing implements, plain in style. A pocket-sized notebook and/or tape recorder may be carried in the shirt pockets. Keys and key-holders, if worn, shall be unobtrusive.
10. Dark glasses may be worn only when necessary. The frames and lenses of all eyeglasses shall be of a conservative style and color. Mirror style glasses shall not be worn. If glass leashes are worn, they shall be of a conservative style, and solid colored in either black, brown, or tan.
11. Uniform accessory items, such as fanny packs, daypacks, backpacks, utility vests, etc., may be carried. They shall be of a conservative style and color.
12. State Park Interpretive personnel shall wear the hat, commonly known as the "Stetson", with the dress and field uniforms. Exceptions are allowed only under the following circumstances:
 - a. During extreme adverse weather conditions.
 - b. While attending formal training.
 - c. While performing non-public contact duties.
 - d. When in buildings.

No other headgear may be worn except as prescribed in the appropriate Uniform Handbooks.

3. PERSONAL GROOMING STANDARDS, Per DOM 2303

The professional bearing and appearance expected of all uniformed field employees requires that each employee, supervisor, and manager share the responsibility for maintaining high standards of personal grooming, hygiene and cleanliness.

The following personal grooming standards shall apply for all uniformed Interpretive Personnel:

A. Personal Grooming Standards - Male

1. Hair. While on duty, or in uniform, hair shall be neat, clean, trimmed, and present a groomed professional appearance. Hair shall not interfere with the proper wearing of the uniform hat/cap.
 - a. Hair shall be worn so that the hair does not extend below the top of the uniform shirt collar while sitting or standing in an erect position.
 - b. Hair shall be worn so that it does not extend below the middle of the ear. Ponytails or braided hair is not permitted.
 - c. The finished effect of all hair color processes shall be natural looking.
 - d. Hair, which is styled or combed forward shall be no lower on the forehead than the eyebrows of the individual, measured from the high point of the eyebrow, and shall not be visible on the forehead while the uniform hat/cap is worn.
 - e. Moderate "natural" type haircuts are permitted if they qualify within the limits described above; however, the maximum extension from the scalp shall not exceed 2".
 - f. No decorations shall be worn in the hair.
 - g. A natural looking wig or hairpiece may be worn if it qualifies within the limits described above.
2. Sideburns, Mustaches and Beards. Male employees may wear neatly trimmed sideburns, mustaches, and beards within the following guidelines:
 - a. Sideburns shall not extend below the bottom of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1¹/₂".
 - b. Mustaches shall not extend more than ¹/₂" beyond the corners of the mouth nor below the border of the upper lip, or more than ¹/₄" below the corner of the mouth. Waxed ends or points shall not be allowed.
 - c. Beards shall be neat, clean and shall extend no more than 1" below the jaw line. In historic locations, exceptions to the beard length requirement may be granted by the District Superintendent.
3. Jewelry. No jewelry shall be worn other than wristwatches, rings, the "Golden Bear" tie tack and special act medals or service pins. No jewelry shall be worn which presents an unprofessional image.
4. Fingernails shall be clean and trimmed and shall not extend beyond the tips of the fingers.

B. Personal Grooming Standards - Female

1. Hair. While on duty, or in uniform, hair shall be clean, trimmed, and present a neat professional look.
 - a. Hair shall be cut or securely fastened away from the face in such a way that it cannot fall in the eyes, over the face, or into the work area. Bangs shall not extend past the bottom of the eyebrow.
 - b. The finished effect of all hair color processes shall be natural looking.

- c. Hairstyles that preclude the wearing of the uniform hat/cap in the accepted manner are not permitted. No decoration shall be worn in the hair. Hair clips or pins matching the hair color or of solid silver or gold metallic finish may be worn.
 - d. Moderate “natural” type haircuts are permitted if they qualify within the limits described above; however, the maximum extension from the scalp shall not exceed 2”.
 - e. A natural looking wig or hairpiece may be worn if it qualifies within the limits described above.
2. Jewelry. No jewelry shall be worn other than wristwatches, rings, the “Golden Bear” tie tack and special act medals or service pins. One stud/post matching earring not exceeding $\frac{1}{4}$ ” in diameter or one matching plain loop earring not exceeding $\frac{1}{2}$ ” in diameter may be worn in each ear. No jewelry shall be worn which presents an unprofessional image.
 3. Fingernails shall be clean and trimmed and shall not extend more than $\frac{1}{4}$ ” beyond the tips of the fingers. Fingernail polish, if worn, shall be subdued.

4. UNIFORM STANDARDS, Per DOM 2304

All personnel shall adhere to the grooming standards for personal appearance and hygiene, as well as the standards described in the following sections. Disciplinary action may be imposed against any employee who fails to meet Departmental uniform standards.

The uniform shall be worn in accordance with DOM Chapter 2300 Standards and Guidelines. The uniform shall be clean, neatly ironed or pressed, and properly fitted at all times as the particular assignment permits. Uniform clothing items with visible areas of disrepair including snags, holes, and tears and noticeable wear such as fraying, stains, and fading shall not be worn. The employee’s immediate supervisor is responsible for administering these standards uniformly, promptly and with fairness and good judgment.

Uniforms shall normally be worn at all times by uniformed field personnel while performing assigned duties. Uniformed personnel shall wear uniform items only in an official capacity. The District Superintendent may authorize non-uniform clothing under certain circumstances when uniforms are not necessary or appropriate. Some of these circumstances include:

1. At certain social activities, inside or outside the park unit, where civilian clothing may be more appropriate.
2. At gatherings where a large number of uniforms would detract from the activities or create undesirable impressions with the public.
3. Appearance at hearing, in courts, or at meetings when it would not be necessary to appear in uniform.
4. During pregnancy when assignment does not require the wearing of the uniform.

5. At functions which call for a dress uniform and the employee is in a uniform classification which does not have a dress uniform.
6. In offices, official meetings or functions at which business attire is more appropriate.

5. IDENTIFICATION, Per DOM 2305

The following sections contain policy concerning the production, assignment and insignia and identification devices:

5.1 EMBLEM, Per DOM 2305.4

Emblems are worn by uniformed personnel as a means of identification as a Department field employee. The following is a list of the approved emblems for Interpretive personnel:

<u>Type</u>	<u>Shape</u>	<u>Size</u> H" x W"	<u>Color</u>	<u>Class</u>	<u>Uniform Item</u>
Patch	Round	4"	Blue/Gold	Interpretive Personnel	Jacket/Shirt
Embroidery	Round	2 ¹ / ₂ "	Blue/Gold	Interpretive Personnel	Cap or Polo Shirt



Round

Specifications for where emblems are to be applied are found in the individual uniform descriptions. The bear emblem shall always face left.

Production approval of emblems in any format shall only be conducted with the approval of the Chief, Interpretation and Education.

5.2 NAMEPLATE Per DOM 2305.5, 2305.6

A nameplate shall be worn on the outer uniform garment (jacket, shirt, sweater, etc.). The first and last name or first and second initial(s) and last name shall be shown on the nameplate. All classes shall wear the nameplate centered above the right breast pocket and with the bottom of the nameplate touching the top edge of the pocket or in the same approximate area on a jacket or shirt without breast pockets. Initial purchase and replacement of nameplates shall be the employee's responsibility and are authorized for reimbursement by the Uniform Replacement Allowance.

The nameplate shall be silver satin finish, 1/2" x 2 3/8", two clutch type or magnetic fasteners, with royal blue inlaid engraving

5.3 SPECIAL ACT MEDALS AND SERVICE PINS, Per DOM 2305.7

The Deputy Director of Park Operations may authorize buttons or pins to be worn by uniformed employees when the button or pin represents the Department's mission, vision, and goals and there is a business necessity for its wear. An example of business necessity is to communicate and educate the general public regarding an event. Any authorization shall include the time period of the authorization and the specific geographic location where the button or pin may be worn.

The wearing of special act medals, buttons, and pins shall be at the employee's option, in keeping with Deputy Director for Park Operations, approval.

6. REQUIRED ITEMS FOR UNIFORM REPLACEMENT ALLOWANCE, Per DOM 2306

The following is a listing of the required items, and quantity, for Interpretive Personnel Uniform Replacement Allowance. All employees in Interpretive personnel classifications shall report to work in the uniform of the day, but to be eligible for the uniform allowance all of the listed required items and quantity must be owned and maintained. Description of the listed items can be found under the various uniforms covered in this chapter. For complete information regarding the uniform replacement allowance process, see DOM section 2306.

Required Items	Required No.	Required Items	Required No.
Belt	1	Shirt, Long Sleeved, w/Patches	3
Hat, felt	1	Shirt, Short Sleeved, w/Patches	3
Hat, straw	1	Tie	2
Hatband	1	Tie Tack	1
Hat Cover	1	Trousers, Dress	2
Jacket, Dress, w/Patches	1	Trousers, Field	3
Jacket, Field, w/Patches	1		

6.1 CLAIMS FOR DAMAGE TO EMPLOYEE'S PERSONAL PROPERTY, Per DOM 2307

Government Code Section 19849.8 permits agencies to pay for the repair or replacement of various articles of personal property necessarily worn by employees in the course of their employment, when such property is damaged or destroyed through no fault of the employee. Such articles include eyeglasses, hearing aids, wristwatches, and clothing. Government Code Section 19850.6 permits agencies to reimburse or provide an employee with replacement of stolen personal property

required for the performance of work (see DPA Rule 599.725). Refer to DAM Chapter 0660.3 for additional instructions.

7. FORMAL TRAINING ATTIRE

State of California – Natural Resources Agency

Memorandum

Date : September 19, 2006
To : All Department Employees
From : **Department of Parks and Recreation**
Park Operations
Administrative Services Division
Subject : Formal Training Attire

The department is taking a close look at attire worn by participants at formal training. Beginning in September of 2006, most classes at the William Penn Mott Jr. Training Center will require uniformed employees to wear their uniforms. Non-uniformed employees will wear professional business attire. Some courses have specific requirements that preclude the wearing of uniforms. All participants of those classes will be expected to wear professional business attire.

As State Park professionals, it is important to project a professional image while attending training. Employees should dress in a way that reflects the department in a professional manner. Managers and supervisors can support this effort by wearing the uniform correctly and by dressing professionally when not in uniform. Communicate with staff to let them know what uniform items are allowed to be worn at formal training.

Reviewing the uniform handbook and grooming guidelines with staff can play an important part in supporting the department's effort to present a professional image. The training syllabus for each class states what participants should wear and what they should bring for each class. Supervisors and managers can help participants to be successful by ensuring employees receive the syllabus through ETMS or the department web site.

Original signed by

Theodore Jackson, Jr.
Deputy Director of Park Operations
cc: Mott Training Center

INTERPRETIVE PERSONNEL DRESS UNIFORM



8. INTERPRETIVE PERSONNEL DRESS UNIFORM

The Dress Uniform is the highest type of uniform and shall be owned and worn by State Park Interpreters and Regional Interpretive Specialists assigned to the field and other personnel as directed by the Department. Interpretive Personnel shall, prior to appointment, obtain a complete uniform appropriate to their assignment.

The Interpretive Personnel Dress Uniform shall be worn at all official Department functions, when representing the Department outside the park unit or district and in all other official circumstances unless otherwise specified.

8.1 REQUIRED DRESS UNIFORM

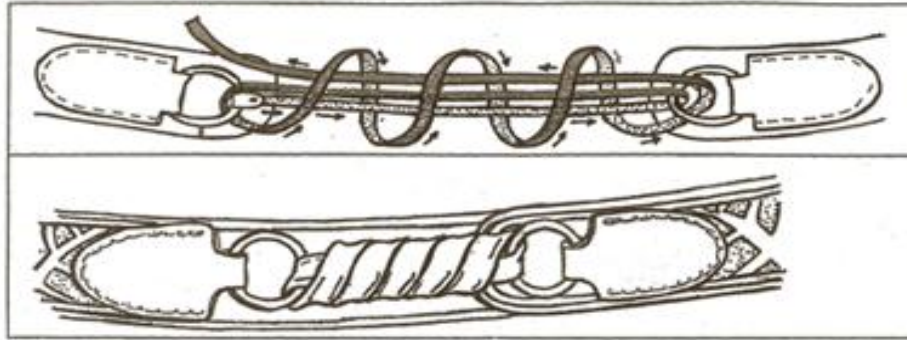
Hat/Hatband/Hat Cover - The authorized uniform hat is commonly known as a "Stetson". It represents a positive public image for the Department, its personnel and its mission. See Section "2. Professional Appearance" for requirements for the wearing of the Stetson.

Felt Hat - Stratton Hat Company Model #F44, NPS style, felt, stiff brim, flat set, nutria quality, and Belgium belly color (medium tan). Crown to be factory shaped on top, with four indentations known as a modified crease, without ribbon hatband. Shall have leather sweatband, 1⁷/₈" wide, good quality with oiled silk liner between sweatband and hat, may have three ventilation holes, arranged in the form of an equilateral triangle on each side of hat 1¹/₂" above brim, legs of triangle to be 1". The official felt hat is available with grommets for the hat strap. The hat strap shall be worn only during periods of high wind.

Care should always be taken in selecting the correct hat size and shape. The hat is available in "regular", "long oval", "wide oval", or "extra long oval". If the hat is received with a cloth hatband it shall be removed and not worn under the regulation uniform hatband.

Hatband - To be calfskin, black color, and 1¹/₈" wide, embossed with poppies and bears, and the words "STATE OF CALIFORNIA" embossed on the band. Two nickel silver rings to be secured to hatband, one ring having a tie-strap attached. This is the only hatband prescribed for wear with the regulation uniform hat. The hatband is to be neat and polished, with the tie-strap centered on the left side of the hat.

How to Tie a Hatband - The hatband is to be worn with "STATE OF CALIFORNIA" centered in the front. The leather shall be shined and the metal rings shall be polished. The ties shall be wrapped according to the illustration shown below.



Hat Cover - A translucent plastic hat cover, for the protection of both felt and straw hats may be worn during periods of precipitation.

Jacket - All jackets shall have a Department patch centered and sewn on each sleeve, $\frac{3}{4}$ " below the shoulder seam. The nameplate shall be worn centered above the right breast pocket with the bottom of the nameplate touching the top edge of the pocket, or in a comparable location on garments without breast pockets (see section 5.2). Badge holder shall be removed upon purchase. Jacket shall be worn fully zipped.

Fechheimer - 55% Polyester/45% Wool, front zip, two front breast pockets, shoulder epaulets, golf pleats inside back seams, half belt, back adjustment straps at hips, without foam lining, Forest Green. A $\frac{1}{2}$ " wide black braid shall be sewn on the top panel of each sleeve 3" from bottom of cuff, seam to seam. Buttons shall be "Eureka" blued. #CHP 646168.

Newport Harbor - Whaling Manf. Co, - 55% Polyester/45% Wool, 13.5 oz, two top patch pockets with flaps, epaulets on shoulders, badge tab, Forest Green. A $\frac{1}{2}$ " wide black braid shall be sewn on the top panel of each sleeve 3" from bottom of cuff, seam to seam. Buttons shall be "Eureka" blued. #220BL.

The New Sinatra Company - 55% Polyester/45% Wool, front zip, two front breast pockets, shoulder epaulets, golf pleats inside back seams, half belt, back adjustment straps at hips, without foam lining, Forest Green. A $\frac{1}{2}$ " wide black braid shall be sewn on the top panel of each sleeve 3" from bottom of cuff, seam to seam. Buttons shall be "Eureka" blued. #JK-152

United Uniform - 55% Polyester/45% Wool, front zip, two front breast pockets, shoulder epaulets, golf pleats inside back seams, half belt, back adjustment straps at hips, without foam lining, Forest Green. A $\frac{1}{2}$ " wide black braid shall be sewn on the top panel of each sleeve 3" from bottom of cuff, seam to seam. Buttons shall be "Eureka" blued. #10500

Shirt - Long Sleeved - A Department patch shall be centered and sewn on each sleeve, $\frac{3}{4}$ " below the shoulder seam. The nameplate shall be worn centered above the right breast pocket with the bottom of the nameplate touching the top edge of

the pocket (see section 5.2). Pockets shall be buttoned at all times. Badge holder shall be removed upon purchase. Tie/tie tack shall be worn.

Elbeco - Duty Maxx 80% Polyester/20% Rayon, Nano Dry with UPF 40+ protection, flat (non-pleated), scalloped-flap pocket, Silvertan.
Men: #582; Women: #9582LC.

Fechheimer - Tropical 65% Polyester/35% Rayon, permanent press with baked-in military creases, with epaulets, Silvertan.
Men: #19W6604; Women: #103W6604.

Tie/Tie Tack - Tie/tie tack shall be worn with the Dress Uniform.

Tie - Ready-tied metal clip-on, Dacron/wool tropical weave, #7 green, lined, 3" width, Samuel Broome Style #455 BO.

Tie Tack - "Golden Bear" tie tack, 1/2". Tie tack shall be worn centered, approximately 1/3 up from the bottom of the tie.

Trousers - Employee shall select from the following:

Fechheimer - 16-17 oz. 55% Polyester/45% Wool, with sap pocket, no rear pocket flaps, Forest Green.
Men: #32218; Women: #35218

Belt - State Parks Belt - 1 1/2" or 1 3/4" wide, black, embossed with poppies, bear, and the words "STATE OF CALIFORNIA" with standard chrome or nickel Garrison buckle.

Footwear/Socks – Oxfords, chukka type high cut shoes or boots. Footwear shall be highly polished, black, plain style, and without decorations (wing tips, moccasin effect, perforations or eye hooks). Suede and patent leather are not acceptable. Heel and sole material shall be slip resistant and closely match the color of the shoes. Heels shall be no greater than 1 1/2". Laces shall be black. Socks shall be worn and, if visible, shall be black.

8.2 EMPLOYEE AUTHORIZED DRESS UNIFORM OPTIONS

Raincoat - Polyurethane coated nylon, green, "CDC" 42", with detachable hood, available at Quartermaster Uniform (www.qmuniforms.com), or equivalent olive drab green or black 42" or 48" waterproof raincoat.

INTERPRETIVE PERSONNEL REQUIRED FIELD UNIFORM



9. INTERPRETIVE PERSONNEL FIELD UNIFORM

The Field Uniform combines good appearance with durability. The District Superintendent shall determine when the Field Uniform shall be worn based strictly on specific field working conditions.

9.1 REQUIRED FIELD UNIFORM

Hat/Hatband/Hat Cover -

Felt Hat - Same as Dress Uniform.

Straw Hat - Stratton Hat Company Model #5-44DB, ventilated Milan braid material, Belgium belly (tan) color, crown set indentation, available with grommets for the hat strap. The hat strap shall be worn only during periods of high wind.

Hatband/Hat Cover - Same as Dress Uniform.

Jacket - All jackets shall have a Department patch centered and sewn on each sleeve, $\frac{3}{4}$ " below the shoulder seam, or $\frac{3}{4}$ " below the epaulets on jackets with raglan sleeves. Jackets shall be equipped with a nameplate holder made of the same material as the jacket and located on the right breast, centered on front panel (see section 5.2). The Department patch and nameplate holder shall be stitched only to the outer shell. Under no circumstances should patches or nameplate holder be sewn through the waterproof/breathable inner liner (e.g., WeatherTech™). Badgeholder shall be removed upon purchase. In order to compensate for changing weather conditions, the employee may wear one of the following jackets at his/her discretion.

Blauer - 3 Season Jacket, durable nylon shell, B.DRY® waterproof/windproof and breathable, removable liner, side zippers, 26" long, OD Green, #6120.

Filson - Cruiser - 100% virgin wool, 26 oz., mackinaw cloth, long style, Forest Green, #110.

Original Waterman - State Park Jacket - three season fleece liner, 18" venting underarm zippers, two front zip pockets, Olive, # LJ01.

Spiewak - High performance Tactel® Shell and WeatherTech® waterproof/windproof and breathable, removable fleece liner, side vent zippers, washable no dry clean, Police Green, #SH3465.

Note:

Blauer All Weather Jacket is no longer manufactured. The garment may be worn if consistent with "Professional Appearance" DOM 2302.

Spiewak Short Duty Jacket #1770 is no longer manufactured. The garment may be worn if consistent with "Professional Appearance" DOM 2302.

Spiewak Waist Length Duty Jacket #1875 is no longer manufactured. The garment may be worn if consistent with "Professional Appearance" DOM 2302.

Spiewak Full Length Duty Parka #1798 is no longer manufactured. The garment may be worn if consistent with "Professional Appearance" DOM 2302.

Spiewak Hip Length Duty Parka is no longer manufactured. The garment may be worn if consistent with "Professional Appearance" DOM 2302.

Shirt - In order to compensate for changing weather conditions, long or short sleeved shirt may be worn at the employee's discretion. A Department patch shall be centered and sewn on each sleeve, $\frac{3}{4}$ " below the shoulder seam. The nameplate shall be worn centered above the right breast pocket with the bottom of the nameplate touching the top edge of the pocket (see section 5.2). Pockets shall be buttoned at all times. Badge holder shall be removed upon purchase. Tie/tie tack may be worn with the long sleeved shirt. Tie/tie tack may be worn with short sleeved shirt only when a jacket is worn.

5.11 Tactical – Patrol Duty Uniform "PDU", 65% Polyester/35% Cotton, A Class, Silvertan.

Long sleeved: Men #72344; Women #62064, #62067W.

Short sleeved: Men #71183; Women #61158, #61161W.

Elbeco - Duty Maxx - 80% Polyester/20% Rayon, Nano Dry with UV 40+ protection, flat (non-pleated), scalloped-flap pocket, Silvertan.

Long sleeved: Men #585; Women #9582LC.

Short sleeved: Men #5582; Women #9782LC.

Fechheimer - 65% Polyester/35% Rayon, permanent press with baked-in military creases, with epaulets, Silvertan.

Long sleeved: Men #19W6604; Women #103W6604.

Short sleeved: Men #69R6604; Women #153R6604.

Perfection - Stratus Shirt, 65% Polyester/35% Rayon, CA Style, Silvertan.

Long Sleeved: Men #3025ST-CA; Women #L3025ST-CA.

Short Sleeved: Men #3325ST-CA; Women #L3325ST-CA.

Note:

5.11 Tactical - 64% poly/34% rayon /2% lycra is no longer manufactured. This garment shall not be worn after July 1, 2013.

Tie/Tie Tack - Same as Dress Uniform. Tie/tie tack may be worn with the long sleeved shirt. Tie/tie tack may be worn with the short sleeved shirt only when a jacket is worn. The Training Center Manager may require the tie/tie tack to be worn while attending formal instruction at the Mott Training Center.

Trousers - Employee shall select from the following:

5.11 Tactical - Patrol Duty Uniform "PDU", 65% Polyester/35% Cotton, A class, Sheriff Green.

Men: #74338; Women: #64304, #64308W.

Elbeco – Duty Maxx 80% Polyester/20% Rayon, 13-13 ½ oz., gabardine weave, OD green.

Men: #E259; Women: #E9259

Fechheimer - 65% Polyester/35% Rayon, 13-13¹/₂ oz., gabardine weave, Forest Green.

Men: #32225; Women: #35225.

Belt - Same as Dress Uniform.

Footwear/Socks - Same as Dress Uniform or:

Hiking/Work Boots - Boots shall be neat, serviceable, smooth or rough cut leather, solid black or dark brown, 6" minimum and 16" maximum height. Smooth leather boots shall be polished. Boots shall have neolite, neoprene or crepe rubber soles, which will not disintegrate or be affected by petroleum solutions and will retain a nonslip surface under damp or muddy conditions. Boots with nylon mesh uppers and plain leather toe and heel of same color are acceptable. Laces shall match boot color. Socks shall be worn, and if visible, shall be black.

Shoes for Boat Interpretive Activities - Deck or athletic shoes are authorized for wear only while engaged in interpretive activities. Deck or athletic shoes shall be black or tan. Solid white crew length socks shall be worn. Laces shall be same color as shoe.

9.2 EMPLOYEE AUTHORIZED FIELD UNIFORM OPTIONS

Jacket - Employee shall select from the following:

5.11 Tactical - Tactical Fleece, side zippers and snaps, microphone clips, Sheriff Green, #48038.

Fechheimer - 54100 Series Softshell Jacket, 88% Polyester/12% Spandex, side zippers with snaps, Forest Green, #54105.

Shirt - In order to compensate for changing weather conditions, long or short sleeved shirt may be worn at the employee's discretion. A Department patch shall be centered and sewn on each sleeve, $\frac{3}{4}$ " below the shoulder seam. The nameplate shall be worn centered above the right breast pocket with the bottom of the nameplate touching the top edge of the pocket (see section 5.2). Pockets shall be buttoned at all times. Badge holder shall be removed upon purchase. Tie/tie tack may be worn with the long sleeved shirt. Tie/tie tack may be worn with short sleeved shirt only when a jacket is worn.

5.11 Tactical - Patrol Duty Uniform "PDU", 65% Polyester/35% Cotton, B Class, hidden document pocket, Silvertan.
Long sleeved: Men #72345; Women #62065, #62068W.
Short sleeved: Men #71177; Women #61159, #61162W.

5.11 Tactical - TDU Shirt, 65% Polyester/35% Cotton, Teflon treated, TDU Khaki.
Long Sleeved: #72002 Ripstop, #72003.
Short Sleeved: #71002 Ripstop, #71002.

Leventhal - Conqueror, 65% Polyester/35% Cotton, Silvertan.
Long Sleeved: #8361; Short Sleeved: #8362.

Polo Shirt - Official 2 $\frac{1}{2}$ " Department logo embroidered above left breast area of shirt. A cloth 2 $\frac{1}{2}$ " embroidered Department logo patch may be sewn on in this area in lieu of direct embroidery as long as the patch does not interfere with the smooth appearance of the polo shirt. The employee's first initial(s) and last name will be embroidered in $\frac{1}{2}$ inch black, capital block letters on the right side of the shirt at the same level as, and centered with the logo, or a standard nameplate may be pinned in the same location.

5.11 Tactical - Performance Polo, 100% Polyester, snag resistant synthetic fabric, Silvertan.
Long Sleeved: #72049. Short Sleeved: Men #71049; Women: #61165.

Perfection - Eclipse Polo, 100% Polyester, microphone loop, Silvertan.
Long Sleeved: #2220ST; Short Sleeved: #2120ST.

Note:

5.11 Tactical - Professional Polo Shirt is no longer manufactured. This garment shall not be worn after July 1, 2013.

Trouser - Employee shall select from the following:

5.11 Tactical - Patrol Duty Uniform "PDU", 65% Polyester/35% Cotton, B class, cargo pockets, Sheriff Green.

Men: #74326; Women: #64306, #64310W.

Blauer - Sidepocket Trouser - 65% Polyester/35% Cotton, stretch waistband, double thigh pockets and two hip pockets with tabs, OD Green. #8810

Elbeco - Duty Plus Uniforms - 65% Polyester/35% Rayon, side cargo pockets, OD Green.

Men: #E239; Women: #E9239.

Fechheimer - 65% Polyester/35% Cotton, Freedom Fit II waistband, quarter top pockets, two hip pockets with tabs, OD Green.

Men: #32225; Women: #35225.

Fechheimer - 70% Polyester/28% Rayon/2% Lycra, Freedom Fit II waistband, quarter top pockets, two hip pockets with tabs, Forest Green.

Men: #39305 T-11; Women: #39355 T-11.

Perfection - MatrixEco, 65%Polyester/35% Cotton, 6 Pocket Cargo, Forest Green.

Men: #1775FG; Women: #L1775FG.

Note:

5.11 Tactical - 65% poly/35% rayon blend Pants shall not be worn after July 1, 2013.

Rainwear - Same as Dress Uniform or:

Rubber and nylon 2-piece rainwear as specified in State Contract.

Equivalent style yellow, black, or olive drab green 2 piece rainwear.

Vest - Employee shall select from the following:

Filson - Mackinaw Wool Vest. Two lower hand warmer pockets and two upper chest pockets. Five buttons for front closure. Forest Green.

Turtleneck - For added warmth, a white, black, or tan long sleeved turtleneck may be worn only under the long sleeved shirt (worn without tie). Authorized for wear when temperature or wind chill fall below 55° F.

Polyester/Cotton or Cotton - long sleeved, with or without bear logo embroidered on collar.

9.3 DISTRICT SUPERINTENDENT AUTHORIZED FIELD UNIFORM OPTIONS

Hats - For special duty not conducive to wearing the Stetson such as assignment to boat or airplane patrol, boat or airplane maintenance activities, or ski patrol, the following headgear is authorized for wear with the Field Uniform.

Ball Cap - 65% Cotton/35% Polyester Cloth cap, winter style without mesh, Forest Green. A 2 ½ inch authorized Department logo shall be direct embroidered on the front center of crown. No other ornamentation or lettering is authorized.

Available from vendors through Galli Gear or Uniform Specialist.

Knit Cap - Wool or polyester, black pull-over cap. Authorized for wear when temperature or wind chill fall below 55° F. A 2 ½ inch authorized Department logo shall be direct embroidered on the front center of crown. No other ornamentation or lettering is authorized.

Available from vendors through Galli Gear or Uniform Specialist.

Mouton Fur Trooper - Black Mouton fur with 100% Taslan forest green shell, with fold down ear flaps and chin strap. Authorized by District Superintendent for wear when temperature or wind chill fall below 40° F.

Note:

Ball Cap - 65% Cotton/35% Polyester Cloth cap, summer style with mesh is no longer approved. The garment may be worn if consistent with "Professional Appearance" DOM 2302, but shall not be worn after July 1, 2013.

Sweater - May be authorized by District Superintendent for wear in park units as appropriate. A Department patch shall be centered and sewn on each sleeve, ¾" below the shoulder seam. The nameplate shall be worn in a location comparable to the location it is worn on the shirt (see section 5.2).

S.F. Knitting Mills - Cardigan style, black acrylic knit, two lower set-in pockets, rib around neckline and down front. #6745 (formerly #6748).

Shirt - Employee shall select from the following:

5.11 Tactical - Taclite Pro Shirt, 65% Polyester/35% Cotton, Teflon treated, TDU Khaki.
Long Sleeved: #71175; Short Sleeved: #72175.

Trousers - Employee shall select from the following:

5.11 Tactical - Taclite Pro Pants, 65% Polyester/35% Cotton, Teflon treated, TDU Green.
Men: #74273; Women: #64360.

Dickies - Iron Tough Twill Jean - 50% Polyester/50% Cotton, jean cut work pants, 5 pockets, button waist, Loden Green, #4798DG.

Fechheimer - 50% Polyester/50% Cotton, Forest Green.
Men: #49405, Women: #49455.

Original Ben's - Heavyweight Twill Unisex Jean - 50% Polyester/50% Cotton, Olive Green, #625.

Shorts - May be authorized by District Superintendent for wear in park units as appropriate. Shorts are not authorized for wear with long sleeved shirts or jackets.

5.11 Tactical - Taclite Pro Shorts, 65% Polyester/35% Cotton, Teflon treated, TDU Green.
Men: #73287; Women: #63071.

Blauer - StreetGear - 65% Polyester/35% Cotton, lycra panel, OD Green, #8841-1

Perfection - MatrixEco, 65% Polyester/35% Cotton, Cargo, Forest Green.
Men: #1785FG; Women: L1785FG.

Note:

5.11 Tactical Academy Shorts #73271 is no longer manufactured. This item shall not be worn after July 1, 2013.

5.11 Tactical Long (or Original) Shorts #73285 is no longer manufactured. This item shall not be worn after July 1, 2013.

Sportif Walking Shorts #630170 and #630270 are no longer manufactured. This item shall not be worn after July 1, 2013.

Footwear -The District Superintendent shall authorize footwear from the following when shorts are authorized:

All Other Assignments - Tan or black athletic shoe. Solid white, crew length socks shall be worn. Laces shall be same color as shoe, or:

A neat and serviceable leather, mesh or leather/mesh hiking boot, 8" maximum height, solid black or dark brown with soles that will retain a nonslip surface under damp or muddy conditions; laces shall match boot color. Socks shall be a solid color; white or gray.

9.4 MATERNITY WEAR

The following lists the maternity wear for pregnant women.

Shirt - In order to compensate for changing weather conditions a long or short sleeved shirt may be worn at the employee's discretion. A Department patch shall be centered and sewn on each sleeve, $\frac{3}{4}$ " below the shoulder seam. The nameplate shall be worn centered above the right breast pocket with the bottom of the nameplate touching the top edge of the pocket (see section 5.2). Pockets shall be buttoned at all times. Tie/tie tack may be worn with the long sleeved shirt. Tie/tie tack may be worn with short sleeved shirt only when a jacket is worn.

Maternity Top - Tropical 65% Polyester/35% Rayon, permanent press with baked-in military creases, silver tan, with epaulets, long or short sleeved.

Trousers - Any authorized field trouser (see section 8.3 or 9.2) with dark-colored maternity panel installed.

Maternity Jumper - Made from 10 oz., 55% Polyester/45% Wool, tropical worsted, Raeford's 731-168 forest green.

INTERPRETIVE PERSONNEL UNIFORM GRID SUMMARY

Legend: R - Required
 R(EE) - Required (Employee selects from authorized items)
 EO - Not required (Employee may select from authorized items)
 DS - District Superintendent Authorization Required
 N/A - Not Authorized

<u>Uniform Item</u>	<u>Dress Uniform</u>	<u>Field Uniform</u>
Ball cap	N/A	DS
Belt, Embossed, State Parks	R	R
Cap, Mouton	N/A	DS
Cap, Knit	N/A	DS
* Footwear, Deck/Athletic Shoes	N/A	R(EE)
* Footwear, Dress	R	R(EE)
* Footwear, Work/Hiking Boot	N/A	R(EE)
Hat, Felt	R	R
Hat, Straw	N/A	R
Hat Cover	R	R
Hatband	R	R
Jacket, Dress	R	N/A
Jacket	N/A	R(EE)
Jumper, Maternity	EO**	EO**
Nameplate	R	R
Raincoat, Dress	EO	EO
Rainwear	N/A	EO
Shirt, Long Sleeved	R	R(EE)
Shirt, Short Sleeved	N/A	R(EE)
Shirt, Polo	N/A	EO
Shirt, Maternity	EO**	EO**
* Shirt, Turtleneck	N/A	EO
Shorts	N/A	DS
Sweater	N/A	DS
Tie/Tie Tack	R	R
Trousers, Dress	R	N/A
Trousers, Polyester Blend	N/A	R
Trousers, Jeans	N/A	DS
Trousers, Maternity	EO**	EO**
Vest	N/A	EO

These are the only approved uniform items for this class. No other Department uniform items are authorized for wear.

* Not included for reimbursement by the uniform replacement allowance.

** Employee optional for pregnant women