



NOTICE OF REVISION/CHANGE

TO

POLICY & PROCEDURE MEMORANDUM NO. 33

SUBJECT: DRESS AND UNIFORM POLICY

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JULY 1, 2025

REVISION DATES: SEPTEMBER 28, 1988; JUNE 20, 1991; AUGUST 31, 1991; MAY 2, 1996; SEPTEMBER 25, 1998; OCTOBER 1, 1998; APRIL 20, 2000; JULY 27, 2000; FEBRUARY 19, 2001; APRIL 25, 2001; DECEMBER 12, 2001; JANUARY 6, 2008; SEPTEMBER 8, 2017

This is the 14th revision to this PPM with an original effective date of March 1, 1985.

A handwritten signature in blue ink, appearing to be "AB", written over a horizontal line.

Brandon Burris
Assistant Secretary

IMPORTANT:

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 33

SUBJECT: DRESS AND UNIFORM POLICY

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JULY 1, 2025

POLICY:

The Office of State Parks (OSP) not only recognizes the value of quality recreational and cultural facilities, but also the value of the personnel operating these units. In order for agency personnel to be easily identifiable and to present as a cohesive unit, the OSP has elected to require that employees wear uniforms.

PROCEDURE:

The uniform requirements defined throughout this policy reflect the employee's position within Civil Service. Each type of uniform shall be worn under the conditions and criteria established herein. Uniforms shall always be worn when the employee is on duty or as specified by their direct supervisor.

This policy is intended to be an overall guide of the appropriate uniform(s) for each position. In the event that a position is not specifically covered by this policy, the employee should consult with their direct supervisor on the correct uniform.

This policy excludes park wardens, as those uniform requirements are specifically outlined in the law enforcement manual.

Occasionally, the appointing authority may waive certain uniform requirements to allow for varied uniform combinations and flexibility.

PARK MANAGER, INTERPRETIVE RANGER AND COORDINATOR POSITIONS:

1. The uniform consists of:
 - a. OSP logo shirt with OSP-issued name badge on the right of shirt, opposite the logo.
 - i. Uniform shirts with hems past the belt are to be tucked into pants.
 - b. Khaki skirt, shorts, or pants (supplied by employee).
 - i. The appropriate length for skirts and shorts is 1-3 inches above the knee.
 - c. Black or brown belt (supplied by the employee).
 - d. OSP logo outerwear (coat, fleece, pullover).
 - e. Required footwear consists of closed-toe shoes (supplied by the employee).
2. Upon approval of the appropriate supervisor, coordinators may wear any OSP logo hat.
3. Managers and interpretive rangers must follow the "OSP RANGER HAT" guidelines.

BATON ROUGE ADMINISTRATIVE OFFICE POSITIONS:

1. Administrative office staff shall follow DCRT PPM #55 – Dress Code.
2. The uniform guidelines outlined in this policy shall be followed when administrative office personnel are working at a state park or historic site.

FACILITY SERVICES, MAINTENANCE, PARK TECHNICIAN, AND TRAVEL TEAM POSITIONS:

1. The uniform consists of:
 - a. OSP logo shirt.
 - b. Safety vest (when needed).
 - c. OSP logo hat.
 - d. OSP-issued jacket.
 - e. Long pants are required – shorts are not permitted due to safety precautions. Pants shall be appropriate in condition, fit, and type. Pants shall be free of potential safety hazards including holes, loose threads, or excessive length (supplied by the employee).
 - f. Black or brown belt (supplied by the employee).
 - g. Required footwear consists of closed-toe shoes (supplied by the employee).
2. Other positions that are assisting or performing maintenance tasks may wear this uniform as site maintenance requires.

CUSTODIAL AND WAGE/WAE POSITIONS:

1. The uniform consists of:
 - a. OSP logo shirt.
 - b. OSP logo hat.
 - c. Shorts or pants (supplied by the employee).
 - i. The appropriate length for shorts is 1-3 inches above the knee.
 - d. Black or brown belt (supplied by the employee).
 - e. Outerwear (coats, fleeces, pullovers supplied by employee) shall be a solid color with minimal graphics.
 - f. Required footwear consists of closed-toe shoes (supplied by the employee).
2. Sites that employ lifeguards shall supply an appropriate uniform that identifies the employee as a lifeguard.
3. Campground hosts shall wear red shirts.
4. Other positions that are assisting or performing custodial tasks may wear this uniform as site upkeep requires.

INTERPRETIVE COSTUMES:

1. These uniforms are period interpretive costumes worn by interpretive rangers, managers, and other historic site park personnel, and occasionally recreational site personnel. Interpretive costumes shall be worn for special events, programs, and site tours whenever an historic outfit is deemed appropriate. Interpretive rangers, site managers, and other park employees deemed necessary for staffing interpretive events shall wear a period interpretive costume. However, because these uniforms are only used occasionally, a normal uniform allowance is not appropriate and costumes shall not be issued as a standard uniform. Site managers shall provide the necessary resources to acquire interpretive costumes.
2. Each interpretive ranger shall be issued a minimum of one costume per site that they regularly interpret. Those personnel who interpret multiple sites will need additional costumes for the other site(s) based on their frequency of use, which shall be determined by the site manager(s) or the district manager.

OSP RANGER HAT:

1. Established in 2025, the official OSP ranger hat is the tan, Milan straw braid, summer ranger hat.
2. The hat is a required uniform part for all employees with “manager,” “ranger,” or “law enforcement” in their position title and/or position description. Other positions may be required to wear the hat by the assistant secretary.
3. Hats shall be worn by the above-mentioned employees when they are:
 - a. Responding in-person to a customer;
 - b. Conducting site patrols;
 - c. Representing the OSP in any meeting capacity with individuals outside the OSP;
 - d. Attending official OSP or DCRT events, such as ribbon cuttings, conferences, or any other event as designated by their direct supervisor or the assistant secretary.
 - e. In any other instance engaging with the public, whether on or off site.
4. Hats are not required to be worn:
 - a. If doing so would endanger themselves or another person.
 - b. During grounds maintenance and repairs.
 - c. Inside of the OSP office facilities when completing clerical duties.
5. Brims shall be kept flat and even.
 - a. A rain cover shall be placed over the hat when wearing it in the rain (the hat is straw, so water will cause it to warp).
6. Bands shall be worn on the hat at all times.
 - a. OSP-issued service pins and other official OSP or DCRT pins approved by the assistant secretary may be worn on the band.
7. Employees are responsible for the cost of replacing their hat if it is damaged or lost.

UNIFORM ISSUE & REPLACEMENT:

1. The OSP shall issue uniforms to all employees upon hire.
 - a. On the employee's date of hire, whether probational or seasonal, the direct supervisor shall email the appropriate coordinator with the employee's name, position title, if they are full-time or part-time, and uniform size.
 - b. Once the uniform is received, the direct supervisor and employee shall sign the packing slip and return it to the appropriate coordinator.
2. If the employee's uniform does not fit, the uniform shall be returned to the employee's supervisor and the employee's correct size shall be ordered.
3. The agency may only replace up to one (1) uniform item if it is damaged or destroyed from an accident during care or work (e.g., improper laundering, paint/oil stains, etc.). Any additional uniform replacement and/or repair cost shall be the employee's responsibility.
 - a. Replacement uniform requests shall be submitted as needed to the appropriate coordinator pursuant to bullet 1 of this section.
4. Uniform issuance and replacement is contingent upon budgetary appropriation each year and are therefore subject to change. Uniforms are generally considered a condition of employment and therefore not considered extra compensation or perquisites as employment incentives.
5. Should an employee feel that the uniform quantity issued is inadequate to meet their needs, they may purchase any additional item(s) within the specified uniform class from the approved vendor. The vendor's contact information shall be provided as requested. The purchase of additional item(s) shall be an expense borne by the employee, not the agency.
6. The assistant secretary or their designee will determine the budget allocation for each position under the following categories:
 - a. District manager and park manager
 - b. Interpretive ranger, administrative coordinator, and maintenance
 - c. Park technician
 - d. WAE

CONDITION REQUIREMENTS:

1. The uniform should be worn with dignity. This cannot be accomplished unless the uniform is clean, neat, and well-fitted.
 - a. The uniform and all uniform attachments shall be clean and wrinkle-free. When the uniform and uniform attachments are worn, stained or soiled as a result of normal wear and tear, to the extent that they reflect poorly on the agency, the uniform and/or uniform attachments shall be discarded and/or replaced.

CONDITION REQUIREMENTS (continued):

- b. Employees shall not radically alter any uniform. Only alteration to attain proper fit is allowed.
 - i. All uniform items, whether supplied by the OSP or employee, shall be appropriately sized.
 - ii. Clothing shall not cling or hang in a manner that would prohibit the employee's movement, hinder the employee's ability to complete job tasks, or detract from the integrity of the uniform.
- c. All name badges and service pins should be kept clean and polished. When a name badge or service pin becomes worn or damaged, it should be replaced.
2. Each employee shall be responsible for the care and cleaning of their own uniform(s). All uniforms shall be washed according to manufacturer's recommendations.

PERSONAL APPEARANCE & PROPER WEAR:

1. The OSP uniform represents an agency that we are all justly proud of. The way the uniform is worn will reflect favorably or unfavorably upon the employee, as well as the OSP. The rules set forth herein are intended to help not only the employee wearing the uniform, but are also intended to improve the overall visibility and positive public impression of the OSP.
 - a. Employees shall not visit establishments where their uniform might reflect unfavorably on the OSP. The consumption of alcoholic beverages or controlled substances is strictly prohibited while wearing the uniform.
 - b. Uniform items shall not be mixed. If any part of the uniform is worn, all appropriate items of the uniform or the approved combinations shall be worn.
 - c. Hairstyles shall be worn so the employee can safely and capably perform their assigned job duties.
 - d. Sideburns, beards, and mustaches shall be neat, clean, and well-trimmed.
 - e. Caps and hats shall be removed when the American flag is hoisted and/or the national anthem is played in a public gathering. Employees in uniform without headgear shall acknowledge the procedure by placement of their right hand over their heart as in any conventional civilian salute.
 - f. Footwear shall be clean, in good condition, and polished. Shoelaces shall always be tied.
 - g. Outerwear or footwear with graphics or colors that distract from the OSP uniform are prohibited.

PERSONAL APPEARANCE & PROPER WEAR (continued):

2. Employees shall wear appropriate undergarments that provide proper coverage and support while in uniform.
 - a. Undergarment choices must ensure a neat, professional appearance and maintain the integrity of the uniform.
 - b. Undergarments should not be visible through or outside of the uniform.
 - i. The only exception is a long-sleeve undershirt that protrudes under a short sleeve uniform shirt. The undershirt's sleeves must be a solid color with no graphics.

DISCIPLINE:

1. Managers and other supervisors are responsible for assuring that employees under their supervision take proper care of their uniforms.
2. If the uniform is not properly cleaned or is damaged and/or destroyed as a result of negligence or indifference, the employee shall be subject to disciplinary action and/or replacement of the uniform at the employee's cost.
3. If the uniform is worn inappropriately or with disregard to the policies written in OSP PPM #33 or DCRT PPM #55, managers and supervisors shall address the employee immediately. Employees shall then correct the deficiency as soon as possible.

OWNERSHIP & RETURN REQUIREMENTS:

1. Uniforms shall remain the property of the State of Louisiana. The site manager is required to reclaim the uniform and all uniform items/attachments upon an employee's separation from the OSP. When an employee's exit interview is completed, the site manager shall accept receipt of the uniform and all uniform items/attachments or otherwise establish an accounting thereof.
2. All returned uniforms and uniform items/attachments shall be properly laundered prior to return.
3. Ownership regulations do not apply to those items of the uniform that are purchased by the employee, but all identifying agency insignia and other identifying characteristics shall be removed from the uniform.