



## **Uniform Policy**

### **POLICY #AG-2-ADM-3**

#### **Purpose**

The purpose of this policy is to provide guidelines to the Nevada Department of Agriculture (NDA) personnel for budgeting, ordering, purchasing and wearing uniforms provided to them by the department.

#### **Policy**

It is the policy of the department to provide a distinctive uniform to its employees as determined by the department's uniform schedule and standards established within this policy. A distinctive uniform promotes uniformity and professionalism in appearance and aids the public in identifying the wearer as a department employee. It is the policy of the department that employees will wear the department uniform in conformance with this policy and procedure.

The NDA intends that its uniforms, and the manner in which the uniform is worn, reflect positively on the agency. When representing the agency, it is the employee's responsibility to wear the proper attire and to ensure the attire is in good condition. Supervisory personnel are also responsible to ensure that employees abide by 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.

#### **Scope**

This policy applies to all employees of the NDA.

#### **References**

NRS 281.121, NRS 289.800, NRS 608.165

#### **Procedures**

**Uniform color and logo(s) determination:** The color of the NDA's uniforms and the logos to be incorporated as part of the uniform will be determined by the director's office. Any variation to the colors and logos not approved in writing by the director's office will not be considered to be an official NDA uniform.

**Uniform schedule and budgeting process:** At the beginning of each budget cycle, the NDA's uniform schedule is submitted to the budget division for negotiation. This uniform schedule assigns the NDA's different position groupings to a uniform group and each uniform group is assigned to a different uniform package. Each uniform package lists the particular clothing items that make up the packages and itemizes the costs. (See table 1-1 for current uniform schedule.)

The negotiated uniform allowance consists of two components: replacement costs and new costs. The new costs of a uniform are based on information provided by the NDA in addition to a review of existing statewide/ agency specific contracts, which have been completed under the auspices of the state purchasing division. The replacement costs are then based on the new costs divided by the life expectancy of each item. (See table 1-2 for life expectancy of uniform items.)

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**Table 1-1**

Package	Positions	Description
B	Agricultural Inspector 2, Agricultural Inspector 3, Agricultural Inspector 4, Agriculture Enforcement Officer 2, Agriculture Enforcement Officer 3, Agriculturist 1, Agriculturist 2, Agriculturist 3, Agriculturist 4, Driver Warehouse Supervisor, Driver Warehouse Worker 2, Entomologist, Environmental Health Specialist 3, Environmental Scientist 3, Environmental Scientist 2, Environmental Scientist 4, Field Assistant 2 (PARC), Metrologist 3, Plant Pathologist, Public Health Rating Officer, Range Manager, State Vet, Animal Lab Supervisor, Weights & Measures Inspector 2, Weights & Measures Inspector 3, Weights & Measures Inspector 4, Animal Industry Division Administrator Social Service Specialist III (FDIPR)	1 lightweight jacket, 1 work jacket, 5 long sleeve shirts, 5 short sleeve shirts (Enforcement Officers receive 5 total long sleeve and/or short sleeve shirts)
G	Ag Marketing Coordinator, Deputy Administrator (Plant), Division Administrator (Plant), Microbiologist III, Program Officer I, Operations Manager (Food Safety), Business Process Analyst II (GIS)	1 lightweight jacket, 1 work jacket, 2 long sleeve shirts, 2 short sleeve shirts
C	Agriculture Enforcement Officer 2, Agriculture Enforcement Officer 3, Animal Industry Division Administrator	1 name tag, gold, 1 badge, 5 shoulder patches
D		Not currently used
E	Agriculture Enforcement Officer 2, Agriculture Enforcement Officer 3, Animal Industry Division Administrator	1 cartridge case, 1 set handcuffs, 1 handcuff case, 1 holster, 1 handcuff chain, 4 belt keepers, 1 keyring holder, 1 duty belt. 1 Ballistic Vest Carrier.
F	Conservation Staff Spec 2, Deputy Administrator Food and Nutrition, Deputy Director (Agriculture), Director (Agriculture), Division Administrator (Consumer Equitability), Division Administrator (Food and Nutrition),	1 lightweight jacket, 1 work jacket, 1 long sleeve shirt, 1 short sleeve shirt

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	Education & Information Officer, Executive Assistant, Literacy Coordinator, Public Information Officer I, Public Information Officer II, School Nutrition Services Manager, Fiscal Administrator	
S	Seasonal Staff	3 t-shirts

**Table 1-2**

Uniform Item	Life Expectancy
Lightweight Jacket	2 Years
Work Jacket	4 Years
Long Sleeve Shirt	2 Years
Short Sleeve Shirt	2 Years
T-Shirt	1 Year
Ballistic Vest Carrier	1 Year

**Uniform purchasing process**

**Statewide/agency contracted vendor:** All contracted vendors that provide uniforms to NDA personnel, must include provisions for returning uniforms and receiving refunds for vendor mistakes, ill-fitting uniforms, mistaken order quantities, or wrong uniform sizes, colors, or logos.

**Uniform orders and order tracking:** All uniform orders must be processed through the NDA’s Fiscal staff. Uniform orders placed by non-fiscal staff done with or without the approval of a supervisor or division administrator will have to be returned to the vendor or if items cannot be returned, the approving supervisor or approving division administrator must reimburse the NDA within 30 days of receiving notice for repayment.

The fiscal accounting assistant II (PCN 0020) is responsible for processing orders. All requests for uniform orders must be completed on the NDA’s purchase order form, signed by their division administrator, and the budget analyst overseeing that particular budget account. Once the accounting assistant 2 receives the order, they will verify that the orders are in conformance with the uniform schedule. If requested items reconcile to the uniform schedule the accounting assistant 2 position will place the order with the contracted vendor.

The accounting assistant II (PCN 0020) is also responsible for tracking orders. This report includes date of the order, the order number, the number of items ordered, noting whether the items are a new uniform or replacement, listing out the items, noting when the order was received and uniform distribution date.



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**New employee orders:** All new employees (see table 1-1 for eligible positions) whose work requires them to work out in the field or in the public on a regular basis need to make their uniform orders within the first seven days of employment.

**Request for uniform items not on the schedule, outside of uniform group or, replacing uniform items before end of useful life:** Request for uniform items not on the uniform schedule or outside the employee's uniform group will be considered on a case by case basis. The employee will need to attach a memo to a completed purchase order justifying the need for the uniform item. The justification needs to specify the particular item the employee wants to purchase, the quantity, per unit cost, and identify the proposed vendor. The fiscal management analyst III (PCN 0042) will be the final approval or final disapproval on all non-scheduled uniform requests for Sparks/Elko staff and the administrative services officer III (PCN 0004) will be the final approval or final disapproval for all non-schedule driven uniform requests for Las Vegas staff.

**Replacement:** The NDA recognizes that despite an employee's best efforts, not all wear and tear can be prevented, and from time to time, uniform items do get lost. The NDA also recognizes that at times, clothing items once received, may not fit properly. Therefore, each employee is allowed to replace one (1) uniform item, if needed, before the end of its useful life per year. This applies to all uniform items, except for boots and jackets. Replacement of more than one item in a year will have to be paid for out of pocket by the employee.

All uniform items to be replaced are to be turned in to the accounting assistant II (PCN 0020) before the approved replacement order can be placed. The accounting assistant II (PCN 0020) is in charge of all uniform inventory both for new orders as well as any returned orders, as directed by the management analyst III (PCN 0042). NDA staff may not keep uniform items they requested to be replaced. These must return these items within three (3) business days of the replacement request.

Replacement of boots or jackets before the end of their useful will be considered on a case by case basis and will require a written justification for their replacement. The employee will need to attach a memo to the completed purchase order, justifying the need for the replacement boots or jacket and submit it to the management analyst III (PCN 0042). The fiscal administrator (PCN 0003) will be the final approval or disapproval for these types of boot or jacket replacement requests.

### **Receipt and distribution**

All uniform orders will be received by the accounting assistant II (PCN 0020). Upon receipt of the order, this position will reconcile the order form to the packing slip to verify the correct item(s), quantity and size were ordered as well as verify the dollar amount is correct.

Once verified, the accounting assistant II (PCN 0020) will distribute the uniform items to the appropriate staff. Once the employee receives the uniform items and removes them from the



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packaging, the employee must verify that the color and logos are correct, verify that the logos are placed correctly, and that the clothing item's size is correct. If there are any discrepancies, the employee shall not wear the uniform item(s) and should return the uniform item(s) immediately to the accounting assistant II (PCN 0020) to be returned right away and for reorder or to be refunded.

If the employee tries on the uniform items for the first time and notices that any part of the uniform is the wrong size, ill-fitting or uncomfortable, they must return the uniform item(s), unworn immediately to the accounting assistant II (PCN 0020) to be returned right away and for reorder or to be refunded.

**Prohibition of resale:** The NDA uniforms are to be purchased only for official business use only by the NDA staff. Uniforms cannot be resold to outside parties for any purpose.

#### **How and when to wear the uniform**

**Uniform appearance and maintenance standards:** Employees should keep their uniforms in serviceable condition, which means their uniform should not look excessively worn. Uniforms should not have holes and must be presentable according to the duties of the day. Supervisors will use discretion when determining when uniform items will be replaced, i.e. according to the life expectancy of the item as described in this policy, or upon it wearing out, whichever is first.

All clothing worn on duty shall be neat, clean, in good repair and serviceable for the job being performed.

**Agricultural Enforcement Officers (Peace Officer Standards and Training Certified):** Agricultural enforcement officers need to maintain the following standards for uniforms:

- Shoes – Enforcement staff will wear the brown boots when wearing jeans.
- Badges - Uniform items that have law enforcement emblems embroidered or sewn on (badges) are available only to law enforcement personnel. The NDA will supply two metal badges for each deputized employee. The NDA may authorize cloth sew-on or embroidered badges for other garments.
- Name Plate - Gold name plate provided by the NDA will be worn on the right side of the shirt.
- Soft body armor will be worn by law enforcement employees in accordance with an NDA directive.
- Pistols and leather goods will be worn by law enforcement employees only as approved and/or supplied by the NDA.



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**When uniforms should be worn:** Uniforms that have been assigned to field personnel (e.g., weights and measures inspectors, agricultural inspectors, driver warehouse worker, brand inspectors, etc.) shall be worn while on official duty, except under the following conditions:

- Traveling to and attending seminars, conferences or meetings, unless the uniform is appropriate dress for the event.
- When engaged in special tasks for which other clothing would be more suitable as determined by the supervisor.

**Hat –** The NDA does not supply hats. However, uniformed personnel who need to wear a hat while on duty may choose to wear a hat that is kept clean, neat and unaltered (no logo, words or print or design).

**Prohibitions:** Wearing the uniform is prohibited:

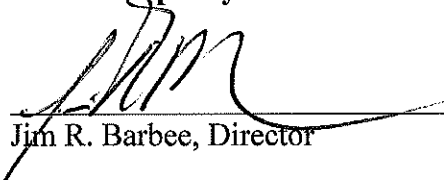
- When off duty, except when traveling to/from assigned duty location.
- If the agency logo is not a current logo, or the agency name is not current.

**Return of uniform items upon leaving NDA:** Upon separation from the NDA, all uniform items must be turned into the staff member’s immediate supervisor. The immediate supervisor must return uniforms items within three (3) business days of receiving them to the accounting assistant II (PCN 0020).

**Policy communication**

This policy will be made available to all employees within the NDA and to the public.

**Director’s policy authorization:**

  
Jim R. Barbee, Director

3/27/18  
Date

Approved by the Board of Agriculture on:

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Effective Date