




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Uniforms and Professional Appearance	VP_07
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

To set standards of attire of professional appearance for all volunteers of the Department of Fish and Wildlife; to enable the public to identify the wearer of the uniform as a volunteer of the Department, and to ensure reasonable consistency and neatness of volunteer appearance.

2) POLICY

All volunteers of the Department shall be well groomed (clean and tidy) and dress in a professional manner appropriate to the volunteer's assignment and to related factors of safety, sanitation, and professional public image.

a) Wearing the Uniform

- I. Volunteers shall appear in uniform when performing work duties involving public contact or non-uniform clothing shall meet the same criteria for neatness of appearance and condition.
- II. When daily activities include both office work and public contact, volunteers are encouraged to wear their uniform items or logo shirt.
- III. Volunteers who wear the Department's volunteer uniform should keep their clothing clean and in good condition. If uniform items become torn, stained or otherwise unprofessional in appearance, volunteers should request from their supervisor for a new uniform item as appropriate.
- IV. Uniform clothing shall be worn only when performing volunteer duties or when traveling to or from volunteer work-related activities.
- V. No adornments or embellishments may be worn on the uniform unless specifically authorized by this policy.

b) Volunteer Logo Patches

- I. Patches remain the property of the Department and shall be removed from clothing and returned to the Department upon termination of volunteer service.
- II. The shoulder logo patch shall be worn on the left shoulder of all uniform coats, shirts and coveralls except on polo and logo/identity shirts which will have an embroidered logo on the front. Patches shall be located approximately one inch below the shoulder seam.
- III. Baseball style caps shall have a reduced-size logo on the front.
- IV. The Department shall replace frayed or badly faded patches as needed.

- V. The logo patch shall not be worn on clothes other than approved coats, shirts, coveralls, vests and hats.