


**FLORIDA FISH AND WILDLIFE
CONSERVATION COMMISSION**

**DIVISION OF LAW ENFORCEMENT
GENERAL ORDERS**

COLONEL JULIE JONES



TITLE RESIDENCE AND DUTY STATION ASSIGNMENTS	EFFECTIVE DATE July 21, 2008
CHAPTER GENERAL ORDER 13	PAGES 2
APPROVED 	RESCINDS/AMENDS October 16, 2000 IPM 05-01

**1
POLICY**

- A** It is the policy of the FWC Division of Law Enforcement to establish official residency requirements for sworn members of the Division in order to ensure efficient statewide coverage for enforcement and to maintain adequate response times.
- B** Members, based on their job assignment, may be subject to call from their residence for the protection of life, property and resources. The need for a timely response on a 24 hour basis is essential to the overall mission of the Division of Law Enforcement.
- C** To achieve a timely response, certain members are assigned class C vehicles in accordance with Rule 60B-1.008, Florida Administrative Code. These members shall adhere to the procedures and regulations given in this General Order.

**2
RESPONSIBILITIES**

- A** Members with an assigned class C vehicle whose duty assignment is at a Division facility must reside in the state of Florida and within a 25-mile radius from their assignment. The Division Director may extend the 25-mile radius by up to 5 miles if such an extension is in the best interest of the Division.
- B** Members with an assigned class C vehicle whose duty assignment is a geographic area must reside in the state of Florida and within the geographic residency area associated with their position assignment. The Division Director may allow members to reside up to 5 miles beyond the boundaries of their assigned residency area if such an extension is in the best interest of the Division.
- C** Non-sworn members shall comply with the residency requirements provided in the FWC's Internal Management Policies and Procedures Section 6.10, *Residency Requirements of Commission Employees*.

3 PROCEDURES

A Relocation of Employees' Residence

- (1) All employees with an assigned residency requirement shall notify their respective Section Leader or Regional Commander in writing prior to relocating their residency. All other employees shall notify their respective Section Leader or Regional Commander in writing no later than 14 calendar days after the move. This includes movement within the assigned geographic area.
- (2) Employees with an assigned residence requirement shall reside within the designated geographical area. The Division will inform the member in writing of the geographic limits for their new position when the appointment is made.
 - (a) Members can access a Residency Mapping Tool on the Division's Intranet site to verify their compliance with the residency requirements and to evaluate their options for relocation within their assigned area.
 - (b) The Residency Mapping Tool can be accessed here:
<http://portal.fwc.state.fl.us/DOI/Divisions/Law%20Enforcement/lefieldservices/ResidencyMap/Index.htm>
- (3) Employees shall be allowed up to sixty calendar days to relocate their residence upon appointment to a different position.
- (4) Consideration for extending the time limit for relocating one's residence may be approved by the Division Director. The request must be submitted in writing through the chain-of-command prior to the expiration of the sixty calendar days allowed for relocation.

B Merely maintaining a residence within the assigned area but not living there is not acceptable and may lead to disciplinary action.

C Members not residing within the mileage or area limits of this General Order as of its effective date may continue to reside at their present location.

4 FORMS

N/A