


**FLORIDA FISH AND WILDLIFE  
CONSERVATION COMMISSION**

**DIVISION OF LAW ENFORCEMENT  
GENERAL ORDERS**

**COLONEL JULIE JONES**



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CHAPTER <b>GENERAL ORDER 23</b>	RESCINDS/AMENDS <b>December 16, 2008</b>
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**1  
POLICY**

- A** It is the policy of the FWC Division of Law Enforcement that all members, while in the performance of their official duties, dress in a professional manner consistent with this General Order and other applicable Commission policies.
- B** It is the policy of the FWC Division of Law Enforcement to facilitate and promote the consistent identification of its sworn members in order to create a professional public image.

**2  
RESPONSIBILITIES**

**A Division**

- (1) The Division shall establish policy and guidelines regarding the issuance, wear, and maintenance of uniforms for sworn members, duty officers and other uniformed members.
- (2) The Division shall establish policy and guidelines regarding the personal appearance of its members.

**B Regions/Sections**

- (1) The Regions or Sections (including at GHQ) shall issue each new sworn member a standard issue of uniforms, uniform insignia and uniform accessories for use upon completion of training.

**C Supervisors**

- (1) Sworn supervisors will monitor ordering, exchanging and replacing of uniforms for sworn personnel under their command.
- (2) Duty Officer Supervisors will monitor ordering, exchanging and replacing of uniforms for Duty Officers under their supervision.

- (3) Supervisors of non-sworn personnel with issued uniforms will monitor ordering, exchanging and replacing of uniforms for members under their supervision.
- (4) All supervisors identified under Section 2 (Responsibilities), Subsection C, *Supervisors* are responsible for the secure storage of unassigned uniforms and uniform accessories.

#### **D Members**

- (1) Sworn members shall wear the uniform in a manner that enhances the public image of a professional law enforcement officer.
- (2) Other members shall wear the issued uniforms and clothing items in a manner that enhances the public image of the Florida Fish and Wildlife Conservation Commission.
- (3) Non-sworn members that are not issued uniforms shall dress appropriately for their job assignment and in accordance with this General Order and FWC IMPP 6.35, *Attire, Rank, Dress Standards and Personal Appearance*.

### **3 PROCEDURES**

#### **A Sworn Personnel**

- (1) The Class A uniform consists of the following:
  - (a) Long-sleeved dress uniform shirt.
  - (b) Dress hat (Alamo hat).
  - (c) Necktie with issued tie bar or issued FWC logo-embroidered turtle neck shirt worn underneath the long-sleeved dress uniform shirt.
  - (d) Dress uniform trousers.
  - (e) Black leather basket weave gun-belt and accessories.
  - (f) Service weapon.
  - (g) Uniform insignia and serving since pin.
  - (h) High gloss black leather shoes or black plain round-toe boots.
- (2) The Class B uniform consists of the following:
  - (a) Short-sleeved dress uniform shirt.
  - (b) The issued straw hat or patrol cap is authorized to be worn with the Class B uniform when engaged in resource or water patrol duties.
  - (c) Dress uniform trousers.
  - (d) Black leather basket weave gun-belt and accessories.
  - (e) Service weapon.
  - (f) Uniform insignia.
  - (g) High gloss black leather shoes or black plain smooth leather round-toe boots, including black lace-up tactical boots.
    1. Boots must not have any toe stitching.
    2. All footwear will be clean, polished and in good repair to avoid detracting from the member's professional appearance.
    3. Tactical boots may not be the most appropriate footwear to attend meetings, public

presentations, court-related functions, or other non-patrol occasions. If in doubt, do not wear the tactical boots.

**(3)** The Class C uniform/ Specialty Uniform consists of the following:

**(a)** Resource Patrol:

1. Utility shirt (long-sleeved or short-sleeved). The issued FWC logo-embroidered turtle neck shirt may be worn underneath the long sleeved utility shirt.
2. BDU pants.
3. Nylon gun-belt and accessories.
4. Service weapon.
5. Black athletic shoes, black plain-toe boots, or black lace-up tactical boots.

**(b)** Water Patrol:

1. Utility shirt (long-sleeved or short-sleeved). The issued FWC logo-embroidered turtle neck shirt may be worn underneath the long sleeved utility shirt.
2. BDU pants or issued water patrol shorts.
3. Nylon gun-belt and accessories
4. Service weapon
5. Black athletic shoes or white boat shoes with quarter length socks are also approved. The color of socks must be black or white and coordinate with the shoe color.

**(c)** Air Patrol: The class A, B, C uniform or issued flight suits. Pilots may also wear business casual dress on certain flight mission if approved by Division Director or designee.

1. Only sworn members assigned to the Aviation Section may wear pilot wings on their uniforms.

**(d)** Canine Duty: The class A, B, C uniform or approved K-9 utility uniform.

**(e)** Special Operation Group (SOG) Duty: Refer to the SOG Standard Operating Procedure Manual.

**(f)** Investigations: The class A, B, C uniform, approved Investigations shirt, or plain clothes attire.

**(g)** Name tags or name tapes on Class C and specialty uniforms shall have the first initial of the member's commonly used first name followed by the member's last name.

## **B Duty Officers**

**(1)** The Duty Officer Regional Communication Center uniform consists of the following:

- (a)** Issued short-sleeved knit shirt. (Knit pullover with the embroidered replica of the State of Florida seal).
- (b)** Black dress trousers.
- (c)** Black leather belt.
- (d)** Commission authorized footwear (closed toe black dress shoes or black athletic shoes).
- (e)** Commission lightweight jacket.

## **C Other non-sworn members with issued uniforms or clothing (Telecommunications Specialists (Radio Techs), Marine and Aviation Mechanics, and others as designated)**

**(1)** Members shall wear issued clothing and uniforms in a manner appropriate for their assignment

and as directed by their supervisor.

#### **D Wearing Uniforms**

- (1) All uniforms shall be clean, pressed, and worn in a professional manner.
- (2) Class A and B uniform dress shirts shall be creased center sleeve from the shoulder down. Dress Pants shall be center crease front and back.
- (3) Members shall not wear any article of the uniform or its accessories in other than the prescribed manner.
- (4) A black crew neck t-shirt may be worn underneath the Class B and C uniform. Any other t-shirt worn under the Class B and C uniform must not be visible. The issued FWC logo-embroidered turtle neck shirt may be worn underneath the Class A uniform long-sleeved dress shirt in lieu of the necktie and under the long-sleeved Class C uniform utility shirt for cold weather details or other supervisory-approved assignments. When worn, the top button of the long-sleeved dress shirt or utility shirt shall not be buttoned, clearly displaying the embroidered FWC logo.
- (5) If visible, black socks shall be worn with the Class A, B and Duty Officer uniforms.

#### **E Uniform Hat**

- (1) The wearing of the approved dress hat is optional with Class A uniforms, unless otherwise directed. The approved straw hat may be worn with the Class A uniform under certain weather conditions if so directed by Division command staff.
- (2) The approved dress hat may be worn with the Class B uniform with supervisory approval.
- (3) The wearing of the approved straw hat or the patrol cap is optional with Class B or C uniforms, unless otherwise directed.
- (4) The issued "Tilley" hat is optional with the Class C uniform, unless otherwise directed.
- (5) A Division approved stocking cap may be worn with the Class C uniform for cold weather details.
- (6) The Communication uniform does not include a hat or cap.

#### **F Uniform Issuance for sworn members**

- (1) The standard issuance of uniforms should consist of (3) dress uniform trousers, (3) short-sleeved dress shirts, (1) long-sleeved dress shirt, (1) long-sleeved utility shirt, (5) BDU pants, (4) short-sleeved utility shirts, (2) water patrol shorts, (1) reflective safety vest, (1) dress hat and (1) patrol cap, (1) all weather coat, (1) rain coat and pants, (1) windbreaker.
- (2) After the initial issuance, uniform replacement requests shall be forwarded to the appropriate supervisor.
- (3) Replacement uniforms shall be ordered when necessary. However, justification may be required.
- (4) Members shall immediately report to their supervisor the loss or theft of any uniform or item that is referred to in this General Order.

#### **G Uniform Issuance for Duty Officers**

- (1) The standard issuance of uniforms should consist of (5) black dress trousers, (5) short-sleeved dress knit pullover shirts and a lightweight jacket.
- (2) The initial uniform issue shall be ordered within the first 90 days of employment.
- (3) Duty officers shall receive an established bi-annual uniform allowance to cover the cost of footwear replacement.

## **H Uniform Issuance for other members**

- (1)** The standard issuance of uniforms for other members varies depending on assigned position and commission policy.
- (2)** Supervisors shall provide guidance and information regarding issuance and replacement of uniform items for other members.

## **I Uniform Accessories for sworn members**

- (1)** Metal uniform accessories will be kept clean and polished.
- (2)** FWC collar brass should be placed diagonally in the collar flap. The lower corners of the collar brass shall be touching the collar stitching.
- (3)** Rank Insignia
  - (a)** The Division Director (Colonel) will wear gold collar insignia, nameplate, and accessories. The rank insignia will be silver or gold eagles and will be affixed with the eagle facing inward.
  - (b)** The Deputy Directors (Lieutenant Colonels) will wear gold collar insignia, nameplates, and accessories. The rank insignia will be silver oak leaves. (Lieutenant Colonel and Major insignia will be affixed with the stem out.)
  - (c)** The Division's Chief of Staff will wear gold collar insignia, nameplate, and accessories. The Chief of Staff does not wear rank insignia on the shoulder boards. The Chief of Staff's collar insignia state the word "Chief" to indicate the rank.
  - (d)** Majors, Captains, and Lieutenants will wear gold rank insignia, collar insignia, nameplates, and accessories.
  - (e)** Captain and Lieutenant insignia will be affixed with the bars parallel to shoulder seams on top of X stitching.
  - (f)** All other sworn members will wear silver.
  - (g)** Sworn members serving in an acting supervisor capacity will not wear the related rank insignia.
- (4)** The service bars, if worn, shall be sewn on the left sleeve of the Class A uniform dress shirt, one-half inch above the top of the cuff and one-half inch outside of the pressed crease facing forward. Each bar represents five years of service.
- (5)** The uniform badge shall be positioned above the left pocket. The issued Commission five-year increment pin or the issued Deputized Federal Agent pin is authorized to be worn below the badge, centered between button and top pocket line. Only one issued Commission five-year increment pin or Deputized Federal Agent pin can be worn at any given time.
- (6)** Nameplates will be worn parallel to the top right pocket seam centered with the crease. If a "Serving Since" bar is worn, it will be attached and worn directly underneath the nameplate. The name plate shall have the first initial or name of the member's commonly used first name and last name. The issued name plate shall be worn when in uniform. The "Serving Since" bar is required to be worn on the Class A uniforms.
- (7)** The "Service Since" bar shall show the year the member joined the FWC Division of Law Enforcement.
  - (a)** If the member is a certified Florida law enforcement officer, and served with any law enforcement agency in Florida, and had less than 30 days break in service prior to joining the FWC Division of Law Enforcement, the member may choose to wear a "Serving Since" bar showing the year the member began service as a law enforcement officer in Florida.
  - (b)** If the member was an employee of the Florida Fish and Wildlife Conservation

Commission prior to joining the Division of Law Enforcement, , and had less than 30 days break in service, the member may choose to wear a "Serving Since" bar showing the year the member began service with the Commission.

#### **J Award Ribbons and Specialty Pins**

- (1) Special award ribbons consist of the medal of valor, medal of valor with lifesaving, life saving, and the award of merit. If multiple awards are worn, they shall be worn in the above-mentioned order. (Medal of valor above). For additional information, refer to General Order 22, *Commendations and Memorial Fund*.
- (2) Specialty pins consist of FTO, SOG, K-9, First Responder, Honor Guard, and instructor pins as approved by the Division Director.
- (3) Up to two ribbons or specialty pins may be worn, centered above the nameplate.

#### **K Service Lapel Button (Military Service Pin)**

- (1) The Service Lapel Button may be worn by Division members with immediate family members serving in the Armed Forces of the United States during any period of war or hostilities in which the Armed Forces of the United States may be engaged, for the duration of such period of war or hostilities.
- (2) For the purposes of this section, immediate family members are the following: Wife, husband, mother, father, stepmother, stepfather, parent through adoption, foster parents who stand or stood in loco parentis, children, stepchildren, children through adoption, brothers, sisters, half brothers, and half sisters.
- (3) Sworn members shall wear the Service Lapel Button underneath the badge on the top left pocket seam centered with the crease. Non-sworn members and sworn members in plainclothes may wear the Service Lapel Button as appropriate.
- (4) The Service Lapel Button is not issued by the Division and members eligible to wear the Service Lapel Button are responsible for acquiring the item at their own expense.

#### **L Uniform Gun Belt for Sworn Members**

- (1) The following accessories are required to be worn and will be provided by the Division:
  - (a) Holster, handcuff case, magazine case(s), belt keepers.
  - (b) Expandable baton holder and baton, and
  - (c) OC spray holder and OC spray.
- (2) Knife holder, flashlight holder, protective glove case and radio holder are not required but may be provided by the Division, if funds are available. If the sworn member wishes to purchase their own optional items they must be of the same style, color and design as the issued optional items.
- (3) Accessories shall hold the approved appropriate equipment.
- (4) Pilots shall wear Division-approved shoulder holsters when wearing the issued flight suit.

#### **M Whistle Chain and Whistle**

- (1) Whistle chains and whistles may be worn with the Class A, Class B and Class C uniforms.
- (2) If worn, the whistle chain and whistle shall be worn on a member's right side.
- (3) The color of the whistle chain and whistle shall match the member's collar insignia (i.e. silver or gold).

#### **N General Appearance for Sworn and Non-Sworn Division Members**

- (1) All Division of Law Enforcement members shall report to work neatly dressed, well groomed and in appropriate attire for the assignment.

- (2) A Division-approved uniform or shirt may be designated as acceptable attire.
- (3) Professional business attire, casual business attire or the appropriate uniform, shall be worn for training, meetings with the public or other functions.
- (4) Professional business attire is:
  - (a) A dress shirt, tie, belt, and dress trousers for males.
  - (b) Suit, dress or slacks and dress shirt or blouse for females.
  - (c) Appropriate shoes.
- (5) Casual business attire is:
  - (a) Button up shirt, collared polo style shirt or sweater.
  - (b) Khaki-style slacks and non-athletic shoes.
- (6) Inappropriate attire includes, but is not limited to:
  - (a) Any garment displaying racist, sexual, ethnic, religious, political, or other word(s) or picture(s) that could embarrass, demean, ridicule, or provoke other members or the general public.
  - (b) Cut-offs or shorts, t-shirts (with or without logo or imprints), shower shoes, flip-flops.
- (7) Exceptions to the above listed standards can be approved by the appropriate supervisor on a case-by-case basis for a member to work a particular job or assignment.

#### **O General Appearance for Sworn Members**

- (1) The class A, B or C uniforms shall be worn unless otherwise approved by the sworn member's supervisor.
- (2) While on duty, Sworn Members will maintain a neat, clean, and professional appearance.
- (3) Fingernails will not extend beyond the ends of the fingers and will be clean. Sworn members may only wear clear nail polish.
- (4) The hair of male sworn members may be either tapered or block cut, and not extend over the shirt collar in the back. No extreme hairstyles will be permitted. Hair shall not cover any portion of the ear. Sideburns may extend to the middle of the ear and will be trimmed horizontally. The hair of female sworn members may touch the shirt collar, but not fall below the lower edge of the collar. Long hair shall be neatly worn in a bun or pony tail, which permits the wearing of the hat without protruding. Barrettes, pins or combs shall be conservative in appearance when worn.
- (5) Mustaches and goatees will be kept neatly trimmed. The mustache may extend one-quarter inch beyond, but not below, the corners of the mouth. The remainder of the face shall be clean-shaven. Handlebar mustaches are not allowed. If a goatee is worn, it shall be in accordance with the following requirements:
  - (a) The goatee shall be worn with a moustache meeting the guidelines given in this General Order;
  - (b) The goatee shall not be thicker than ½ inch;
  - (c) The goatee shall not exceed a ¼ inch width beyond the corners of the mouth;
  - (d) The goatee shall cover the chin, but not extend back more than ½ inch toward the throat.
  - (e) The goatee and mustache shall not be colored or dyed except to match the member's natural hair color;
  - (f) The goatee shall be neat, well trimmed and a credit to the member and the Division;

- (g) Members who are required to use a respirator/ mask in the course of their duties shall be clean shaven where the respirator seals the face; and
  - (h) The goatee shall be modified to accommodate Division equipment when operationally required.
- (6) Sworn members shall not wear ornaments, jewelry, emblems or insignias on or with the uniforms except as prescribed below:
- (a) One ring to a hand (double wedding ring sets are acceptable).
  - (b) Female sworn members are permitted to wear one conservative post style earring with a setting no larger than 1/8 inch in diameter in each ear. No loop or hanging style earrings are allowed.
  - (c) Male sworn members may not wear any earring(s) while on duty.
  - (d) Any member who comes into contact with the public shall not wear jewelry adorning any body part that is visible (lips, eyebrows, tongue, nose, etc.) except as provided above regarding the earlobes of female members.
  - (e) No wrist jewelry is acceptable other than the necessary wristwatch and a medical alert bracelet may be worn. The wristwatch should be inconspicuous.
    - 1. Prisoner of War (POW) and Missing in Action (MIA) memorial bracelets may be worn if they are made of stainless steel or aluminum. Colored metal, leather and rubber bracelets are prohibited.
  - (f) Neck jewelry will not be worn so as to be visible while wearing the uniform.
- (7) Female sworn members may wear cosmetics if applied in a conservative and subdued manner.
- (8) Eyeglasses or sunglasses shall be conservative in appearance. Frames in subdued browns, black, gold, or silver are acceptable. Silver-mirrored lenses are prohibited. Lenses shall be considered mirrored when an object behind the lenses cannot be seen when the glasses are removed from the face.
- (9) Sworn members may wear eyeglass retention devices (Croakies or similar devices) in conservative colors and styles.
- (10) Contact lenses, if worn, shall be clear as to not alter the member's natural eye color. Red, orange, silver and other unnaturally-colored contact lenses, or lenses that when worn create an unnatural eye color, and contact lenses with graphic designs of any kind are prohibited.
- (11) Majors may authorize the wearing of other attire depending on the circumstances or assignment of the sworn member.
- (12) Issued jackets, raincoats, foul weather gear/rain gear, and reflective safety vests may be worn with any of the uniforms as appropriate.
- (13) Division-approved bug-out type suits may be approved for wear with the Class B or Class C uniforms.
- (14) Uniform shirts shall not be worn with the sleeves rolled up.
- (15) Uniform shirts shall be kept buttoned with no bulging objects in the shirt pockets.
- (16) A reflective safety vest will be issued as part of the uniform and should be worn by sworn members when directing or controlling traffic on any roadway.
- (17) The Class C uniform shall not be worn at GHQ, in field offices (except briefly and coincidental to patrol for which the Class C uniform is authorized), in court, or planned public appearance meetings, unless temporarily approved by a supervisor due to exigent circumstances.
- (18) All issued uniforms, uniform insignia and uniform accessories are the property of the Division

of Law Enforcement.

- (19) Dress hat brims shall not be rolled or curled. Dress hats and patrol caps shall be worn evenly on the head, not cocked or slanted.
- (20) The issued patrol cap may be worn while on water, resource, air patrol, or details when appropriate.
- (21) A black trouser belt will be worn under the uniform gun-belt.

#### **P Tattoos**

- (1) For purposes of this General Order, "tattoo" includes any tattoo, scar, branding, mark, or other permanent body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment.
- (2) Visible tattoos
  - (a) A visible tattoo is one that is on any portion of the body not covered by clothing.
  - (b) Tattoos are not permitted on the neck, face, head, or on the hands of sworn members.
  - (c) Visible tattoos shall not be of a style, size, color or location that diminishes the professional appearance of the uniform or reflects poorly on the law enforcement profession or the agency.
  - (d) Offensive tattoos as described below must be covered while on duty. If necessary, members will be required to wear a long sleeved shirt or trousers.
  - (e) Members who have visible tattoos, other than offensive tattoos as defined below, and who were employed by this agency prior to the release of this policy are exempt. Any additional tattoos must meet the requirements described in this policy.
- (3) Offensive tattoos
  - (a) A tattoo is considered "offensive" if: It depicts, describes, or otherwise refers to sexual conduct, acts, organs, or preferences; If it depicts, describes or refers to intolerance of, or discrimination against any race, color, creed, religion, gender, national origin, or; it is commonly associated with any organization or group which advocate such intolerance or discrimination; or it brings discredit upon the agency or violates standards of decency or morality.
  - (b) Offensive tattoos shall not be visible when on duty.
  - (c) The Division Director of Law Enforcement shall determine if a visible tattoo is offensive as defined above and whether the member will be required to keep it concealed.

#### **Q General Appearance for Duty Officers**

- (1) Duty Officers shall wear the issued knit pullover shirt tucked neatly inside the issued black dress trousers with an approved black belt. All other articles, insignias and accessories are prohibited, unless approved by the Division Director.
- (2) Duty officers, while on duty, are required at all times to be dressed in uniform, unless prior supervisory approval is obtained.
- (3) Duty Officers shall wear closed toe black dress shoes or black athletic shoes or other supervisory approved footwear while working in the communication center.
- (4) Hats and caps are prohibited.

#### **R Badges and Identification Cards**

- (1) Sworn members will be issued one identification (ID) card and one badge case. An ID card shall be carried while in uniform. An additional ID card may be issued upon request.
- (2) Sworn members will wear or carry an issued badge and ID card at all times while on duty, and

when carrying a weapon off-duty for other than recreational purposes. (This does not apply to undercover assignments.)

- (3) Officers shall not use the badge and ID case as a personal wallet, nor should an ID card, if carried in a personal wallet, be readily visible.
- (4) The badge case will only contain law enforcement ID cards, badge, Miranda card, and other work-related ID cards. An issued State of Florida Purchasing Card (P-Card) may also be carried in the badge case.
- (5) If a sworn member loses a badge or ID card, an Incident Summary Report (FWC/DLE-045) shall be completed describing the situation in which the badge or I.D. card was lost.
- (6) Rough duty badges may only be worn on outer garments such as the rain gear, winter jacket, or the vest carrier (protective cover), or as authorized by the appropriate Deputy Director. Wearing of rough duty badges on any uniform shirt is prohibited.

## **S Body Armor**

- (1) Body armor will be issued to all full-time sworn members. Body armor may be replaced if requested by the sworn member, inspected and approved by a sworn supervisor and if the funds are available.
- (2) The use of body armor is not mandatory except for the following:
  - (a) Raids (Refer to General Order 17, *Searches, Raids, Inspections and Highway Checkpoints*),
  - (b) Execution of warrants (Refer to General Order 17, *Searches, Raids, Inspections and Highway Checkpoints*),
  - (c) When assigned to civil disturbance details,
  - (d) Fugitive apprehension,
  - (e) On the firing range,
  - (f) Tactical operations,
  - (g) When assisting other Law Enforcement Agencies with any of the activities listed above, and
  - (h) When directed to do so by a supervisor.
- (3) In addition to the situations listed above, it is recommended that officers wear body armor at all other times unless wearing the protective vest creates greater hazards than not wearing the vest. It will be the decision of the sworn member to exercise discretion when to wear the protective vest.
- (4) Protective body armor, if not worn by the sworn member to whom it is assigned, shall be in that sworn member's vehicle or vessel, in serviceable condition and readily available for use.
- (5) Care and replacement of body armor (protective vest)
  - (a) The protective vest is to be kept in clean and serviceable condition.
  - (b) The vest is not to be stored wet.
  - (c) Protective vests are to be cleaned in the manner described in the manufacturer's cleaning instructions.
  - (d) The vest or protective cover is not to be altered in structure or appearance.
  - (e) If a vest becomes unserviceable due to damage or wear, the immediate supervisor is to be notified and action taken to replace it.
  - (f) A vest that is damaged for any reason (e.g. auto accident, gunshot, tear in panel, etc.) is

not to be worn. The immediate supervisor is to be notified and action taken to replace it.

- (g) Body armor that has exceeded the expiration of the guaranteed life of the vest as expressed by the manufacturer shall be replaced, if so requested by the sworn member.
- (h) Vests are accountable items and any member who does not conform to this General Order may be held responsible for damage and repair or replacement of this issued item.

<b>4</b> <b>FORMS</b>
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FWC/DLE-045

Incident Summary Report