



Florida Fish and Wildlife Conservation Commission
Division of Law Enforcement

RESIDENCE AND DUTY STATION ASSIGNMENTS

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
13	August 21, 2018	July 21, 2008	All Members

References
60B-1 F.A.C.

1 POLICY

- A** It is the policy of the Division to establish residency requirements for sworn members to ensure efficient law enforcement coverage and to maintain adequate response times.
- B** It is the policy of the Division to provide a timely response on a 24-hour basis for the protection of life, property, and resources. As such, sworn members may be subject to call from their residence.
- C** It is the policy of the Division to provide sworn members vehicles in accordance with Rule 60B-1, Florida Administrative Code (F.A.C.).
- D Definitions**
 - (1) **Residence** - A place which the member recognizes and intends to maintain as a permanent home.

2 RESPONSIBILITIES

A Regional Commanders/Section Leaders

- (1) Regional commanders/section leaders shall be responsible for:
 - (a) Reviewing all positions that become vacant within their region/section and determining whether the position's geographic area of assignment should be changed.
 - (b) Approving/disapproving requests to reside outside of the geographic area of assignment.

B Member Responsibilities

- (1) All Members are responsible for submitting FWCDLE 010 - Change of Information Form to the appropriate regional commander/section leader when relocating their residency.
- (2) Sworn members are responsible for ensuring that their residential address and telephone numbers are kept accurate with the appropriate Regional Communication Center.

3 PROCEDURES

A Residency Requirements

- (1) Sworn members shall reside in the State of Florida and within the designated geographical area of assignment. The Division shall inform the member in writing of the geographic limits for the position when the appointment is made.
- (2) Sworn members shall notify their regional commander/section leader in writing prior to relocating their residency. The sworn member's supervisor shall then determine whether the proposed location is within geographic limits for the position.
 - (a) Sworn members who are assigned to a Division office must reside within a 35-mile radius of the office.
 - (b) The Division Director or designee may allow sworn members to reside up to 5 miles beyond the boundaries of a position if it is in the best interest of the Division.
 - (c) Sworn members may use utilize the Divisions residency mapping tool located at http://atoll.floridamarine.org/DLE_GISdocs/flexviewers/DLE_residency/ to verify compliance with the residency requirements and to evaluate options for relocation within their assigned geographic area.
 - (d) Merely maintaining a residence within the geographic limits of a position but not living there is prohibited.
- (3) All other Division members shall notify their regional commander/section leader in writing no later than five business days after relocating their residency.

B Change of Residence Due to Promotion or Transfer

- (1) Sworn members shall establish a permanent residence in their new geographic area of assignment upon the effective date of a transfer or promotion.
 - (a) Sworn members shall be allowed up to sixty calendar days to relocate their residence upon appointment to a different position.
 - (b) Sworn members may request additional time for relocation. Requests shall be submitted to the Division Director, via the chain of command, in writing prior to the expiration of the sixty calendar days limit. Extension requests shall be evaluated on a case by case basis.

C Geographic Area of Assignment Review

- (1) A geographic area of assignment is provided for all positions to ensure that proper operational coverage can be achieved.
- (2) When a position becomes vacant the appropriate regional commander/section leader shall conduct a review of the position's geographic area of assignment. This review should include, but not be limited to, whether the position's current assignment:
 - (a) Provides a timely response to areas which have the greatest number of calls for service.
 - (b) Provides visibility and coverage to areas that would not otherwise receive such coverage.
 - (c) Has sufficient housing available within the geographic area of the position's assignment.
- (3) Based on the results of the review the regional commander/section leader shall:
 - (a) Determine if the geographic area of assignment should be changed or remain the same.
 - (b) Report the results of the review to the appropriate Deputy Director if the geographic area of assignment should be changed.
- (4) The Deputy Director is authorized to change a vacant position's geographic area of assignment, provided the position remains within the original region/section of assignment.

- (5) A change of a position's region/section of assignment requires the approval of the Division Director.

4 FORMS

FORM NUMBER	FORM TITLE
FWCDLE 010	Change of Information Form