



Florida Fish and Wildlife Conservation Commission
Division of Law Enforcement

UNIFORMS, PERSONAL APPEARANCE, AND DRESS CODE

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
23	June 08, 2020	May 9, 2019	All Members

References

FWC IMPP 6.35; GO 12, 17, 22; CFA Chapter 11, 14, 17

1 POLICY

- A** It is the policy of the Division 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 Division to facilitate and promote the consistent identification of its sworn members in order to create a professional public image.
- C** It is the policy of the Division that any uniform, clothing items and accessories not specifically identified in this General Order must be approved by the Division Director prior to agency purchase.

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 shall monitor ordering, exchanging and replacing of uniforms for sworn personnel under their command.
- (2) Duty Officer Supervisors shall monitor ordering, exchanging and replacing of uniforms for Duty Officers under their supervision.
- (3) Supervisors of non-sworn personnel with issued uniforms shall monitor ordering, exchange, and replacement of uniforms for members under their supervision.

- (4) If applicable, 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.
 - (c) Necktie with issued tie bar.
 - (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 dress boots. Black lace-up tactical boots are not authorized for wear with the Class A uniform.
- (2) The Class B uniform consists of the following:
 - (a) Short-sleeved dress uniform (warm weather)
 - (b) Long-sleeved dress uniform shirt (cold weather) with the issued black FWC logo-embroidered turtle neck shirt or black crew neck undershirt worn underneath the shirt.
 - (c) 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.
 - (d) Dress uniform trousers.
 1. 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 shall be clean, polished and in good condition 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)** Boating Safety/Resource Patrol:
1. Rough duty shirt (long-sleeved or short-sleeved). The issued black FWC logo-embroidered turtle neck shirt may be worn underneath the long sleeved utility shirt.
 2. Rough duty pants or issued rough duty shorts. The issued shorts may be worn on boating safety/ resource patrol if appropriate for the situation and environment. Members may continue to wear previously issued BDU pants until no longer serviceable.
 3. Nylon gun-belt and accessories.
 - a. Black back support suspenders specifically designed for law enforcement duty belts may be worn. Suspenders shall be purchased by the member at the member's expense.
 4. Service weapon.
 5. Black athletic shoes, black plain-toe boots, or black lace-up tactical boots.
- (b)** Water Patrol:
1. Rough duty shirt (long-sleeved or short-sleeved). The issued FWC logo-embroidered turtle neck shirt may be worn underneath the long sleeved utility shirt.
 2. Rough duty pants or issued rough duty shorts. Members may continue to wear previously issued BDU pants until no longer serviceable.
 3. Nylon gun-belt and accessories.
 - a. Black back support suspenders specifically designed for law enforcement duty belts may be worn. Suspenders shall be purchased by the member at the member's expense.
 4. Service weapon.
 5. Footwear for the water patrol uniform shall meet the following standards:
 - a. The shoe shall have a closed toe compartment with a solid, non-skid, and non-marking sole. The sole of the shoe shall be puncture and tear-resistant.
 - b. The body of the shoe shall not have any open portions (drainage mesh is acceptable).
 - c. Footwear shall have laces, straps or other systems that attach the shoe securely to the foot, including the heel.
 - d. Footwear color shall be in conservative shades of black, brown, gray, or white which complement the uniform.
 - e. Shoes shall not have any distracting colored laces or extreme highlights.
 - f. Socks, if worn, shall be in conservative shades of black, brown, gray, or white, and shall be no longer than quarter length.
 - g. Crocks, flip-flops, barefoot/minimalist/toe shoes, sandals, or shoes of a similar construction or type are not authorized.

- (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, Resource Protection Service, and Administrative Duty:
 - 1. The Class A, B, or C uniform.
 - 2. When appropriate and approved by a supervisor, plain clothes professional business attire as described in this General Order, with the issued firearm carried in a concealed manner in accordance with General Order 38, *Undercover, Surveillance, and Decoy Operations*, or with the firearm in plain view as prescribed in General Order 12, *Carry and Display of Weapons*.
 - 3. When appropriate and approved by a supervisor, plain clothes casual business attire as described in this General Order, with the issued firearm carried in a concealed manner in accordance with General Order 38, *Undercover, Surveillance, and Decoy Operations*, or with the firearm in plain view as prescribed in General Order 12, *Carry and Display of Weapons*.
 - 4. When appropriate and approved by a supervisor, an Investigator, Resource Protection Service (RPS) member, or any member working plain clothes patrol may wear casual attire with the issued firearm carried in a concealed manner in accordance with General Order 38, *Undercover, Surveillance, and Decoy Operations*.
- (g) Training Duty
 - 1. Sworn members of the Training Section and other sworn members, assigned to assist in the administration and delivery of training, may wear the approved Training or Recruiter uniform when authorized by the Training Section Leader or designee. The Training or Recruiter uniform may be approved for wear during the following assignments:
 - a. Recruit training.
 - b. In-service training.
 - c. Other approved training.
 - d. Training Center work details.
 - e. Other approved assignments.
 - 2. The trainer uniform consists of:
 - a. Rough duty pants.
 - b. Authorized red training shirt.
 - c. Black athletic shoes, black plain-toe boots, or black lace-up tactical boots.
 - 3. Initial training uniform issuance for appropriate sworn members shall include:
 - a. Five (5) red training polo style shirts.
 - b. Three (3) red training t-shirts.
 - c. Two (2) red training sweatshirts.

- (3) 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.
- (4) The wearing of the approved straw hat or the patrol cap is optional with Class B or C uniforms, unless otherwise directed.
- (5) The issued "Boonie" style hat is optional with the Class C uniform, unless otherwise directed. "Boonie" style hats must be olive drab in color. Members may continue to wear previously issued "Tillie" hats until no longer serviceable.
- (6) The issued stocking cap may be worn with the Class B and C uniforms for cold weather details.
- (7) Only the issued patrol ball cap is authorized for wear.
- (8) The issued patrol cap may be worn while on water, resource, air patrol, or details when appropriate.
- (9) The Duty Officer uniform does not include a hat or cap.

D Initial uniform issuance for sworn members

- (1) The standard initial issuance of uniforms should consist of the following:
 - (a) One (1) dress uniform trouser
 - (b) Two (2) short-sleeve dress shirts, and one (1) long-sleeve dress shirt
 - (c) Five (5) rough duty pants
 - (d) Two (2) short-sleeve rough duty shirts, and One (1) long-sleeve rough duty shirt.
 - (e) Three (3) short-sleeve polo style shirts and two (2) long-sleeve polo style shirts (to be worn under the outer vest carrier).
 - (f) Two (2) outer vest carriers.
 - (g) Two (2) rough duty shorts
 - (h) One (1) reflective safety vest
 - (i) One (1) blaze orange safety vest
 - (j) One (1) dress hat
 - (k) Two (2) patrol caps
 - (l) One (1) all weather coat
 - (m) One (1) set (jacket and pants) of rain-gear.
- (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.
- (5) Uniform items that are no longer suitable to be worn on duty, shall be stripped of all badges, patches and other insignia, and disposed of in a way that leaves these items unrecoverable for any other use.

E Uniforms and Uniform issuance for Duty Officers

- (1) The Duty Officer and Duty Officer Supervisor uniform consists of the following:

- (a) Division issued short-sleeve polo shirt or long-sleeve button-down shirt.
 - (b) Member owned solid-color denim pants or slacks, or Division issued black pants. For purposes of this General Order, solid color includes professional-looking pin stripes, etc.
 - (c) Optional member owned belt
 - (d) Commission authorized footwear (closed toe and closed heel dress shoes or athletic shoes).
 - (e) Attire for special occasions as designated by the supervisor shall consist of a Division issued long-sleeve button-down dark green shirt, black pants (issued or member owned), and an optional black belt.
- (2) The standard uniform issue for Duty Officers and Duty Officer Supervisors shall consist of one (1) long-sleeve button-down dark green shirt, five (5) additional short-sleeve polo shirts or long-sleeve button-down shirts in any color available from the vendor, and up to five (5) black pants if requested.
 - (3) The initial uniform issue should be ordered within the first 90 days of employment.
 - (4) All shirts should have the diagonal style agency (block) logo with either "Communications" or "Communications Supervisor" embroidered underneath the logo.
 - (5) Replacement uniforms shall be ordered when necessary. However, justification may be required.

F Uniforms and Uniform issuance for other members

- (1) The standard issuance of uniforms for other members varies depending on assigned position and commission policy.
- (2) Unless specifically addressed in this General Order, members shall wear issued clothing and uniforms in a manner appropriate for their assignment and as directed by their supervisor.
- (3) Supervisors shall provide guidance and information regarding issuance and replacement of uniform items for other members.
- (4) The standard clothing issue for Fleet Equipment Managers, Master Fleet Equipment Technicians, Fleet Equipment Technicians, and shop personnel shall consist of five (5) short-sleeved rough duty field services shirts, two (2) long-sleeved rough duty field services shirts, two (2) additional short-sleeved polo shirts in any color available from the vendor, up to five (5) rough duty pants, up to five (5) shorts, five (5) black, ash (light) gray, or tan field services t-shirts, one (1) green nylon jacket (lightweight), one (1) black three season jacket, one (1) set (jacket and pants) of rain-gear, one (1) wide brimmed "cruiser" hat, and one (1) ball cap.
 - (a) All shirts should have the diagonal style agency (block) logo on the left chest and the rough duty field services shirts may have the section name screen-printed on the back.
- (5) The standard clothing issue for Boat Access Field Unit members shall consist of up to six (6) short-sleeved and up to five (5) long-sleeved t-shirts, up to three (3) short-sleeved and up to two (2) long-sleeved fishing shirts, up to six (6) shorts, up to six (6) rough duty pants, up to three (3) short-sleeved polo shirts in any color available from the vendor, two (2) sweatshirts, one (1) light work jacket, one (1) heavy work jacket, one (1) zippered hooded sweatshirt, one (1) set (jacket and pants) of rain-gear, and three (3) ball caps.
- (6) Rain gear and duty jackets may have the letters "FWC" screen-printed on the back.
- (7) The initial clothing issue should be ordered within the first 90 days of employment.
- (8) Clothing items shall be issued based on funding availability. Replacement items shall be ordered when necessary. However, justification may be required.

G Uniform Accessories for sworn members

- (1)** Metal uniform accessories shall 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) shall wear gold collar insignia, nameplate, and accessories. The rank insignia shall be silver or gold eagles and shall be affixed with the eagle facing inward.
 - (b)** The Deputy Directors (Lieutenant Colonels) shall wear gold collar insignia, nameplates, and accessories. The rank insignia shall be silver oak leaves. (Lieutenant Colonel and Major insignia shall be affixed with the stem out.)
 - (c)** The Deputy Chief shall wear gold collar insignia, nameplate, and accessories. The rank insignia shall be gold wreaths with the open end of the wreath facing inward.
 - (d)** Majors, Captains, and Lieutenants shall wear gold rank insignia, collar insignia, nameplates, and accessories.
 - (e)** Captain and Lieutenant rank insignia shall be affixed with the bars parallel to shoulder seams on top of the X stitching.
 - (f)** All other sworn members shall wear silver.
 - (g)** Sworn members serving in an acting supervisor capacity shall not wear the related rank insignia.
 - (h)** Members classified as Investigators 1 or 2 may wear the appropriate insignia (straight cloth rocker with the word INVESTIGATOR embroidered) underneath the Commission emblem on their uniforms.
- (4)** The service bars, if worn, shall be sewn on the left sleeve of the Class A uniform dress shirt, one inch above the cuff and immediately parallel to the crease facing forward. Each bar represents five years of service. The service bars shall indicate the number of years a member has served with 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 service bars based on 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 service bars based on the year the member began service with the Commission.
- (5)** The uniform badge shall be positioned above the left pocket. The issued Deputized Federal Agent pin is authorized to be worn below the badge, centered between button and top pocket line.
- (6)** Nameplates shall be worn parallel to the top right pocket seam centered with the crease. If a "Serving Since" bar is worn, it shall 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 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 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.

H Award Ribbons and Specialty Pins

- (1) Awards and commendation ribbons shall be worn in accordance with General Order 22- *Awards, Commendations, and Memorial Fund*.
- (2) Issued specialty pins consist of FTO, SOG, K-9, ERT, First Responder, Honor Guard, Aviation (pilot wings), Off-Shore Patrol Crew, Dive Team, DRE, and Instructor pins as approved by the Division Director.
- (3) Specialty pins shall only be worn when the member is currently active in the unit or specialty.
- (4) Up to two specialty pins may be worn, centered above the nameplate. If award and commendation ribbons are worn, the specialty pins shall be worn above the award and commendations ribbons.
- (5) An instructor pin may be worn by members who have successfully completed one of the following courses and who are currently certified by the Florida Criminal Justice Standards and Training Commission (CJSTC) to teach and instruct in these subjects:
 - (a) CMS Vehicle Operations Instructor Course.
 - (b) CMS Firearms Instructor Course.
 - (c) CMS Defensive Tactics Instructor Course.
 - (d) Canine Team Training Instructor Course.
 - (e) Breath Test Instructor Course.
 - (f) CMS First Aid Instructor Course.
 - (g) Speed Measurement Instructor Course.
 - (h) Florida General Instructor Techniques Course.
- (6) In lieu of a specialty pin, a sworn member may wear a Division issued Commission for Florida Law Enforcement Accreditation (CFA) pin to indicate the Division’s support and commitment to the process and philosophy of law enforcement accreditation. Non-sworn members may wear this pin as appropriate.

I 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.

J Uniform gun belt for sworn members

- (1) The following accessories are required to be worn and shall be provided by the Division:
 - (a) Holster, handcuff case, magazine case(s), belt keepers.
 - (b) Expandable baton holder and baton, or
 - (c) OC spray holder and OC spray, and
 - (d) Conducted Electrical Weapon (CEW) and holster.
 - 1. When in uniform, sworn members shall carry a firearm, OC spray and an expandable baton. If a member is authorized to carry a Conducted Electrical Weapon (CEW), the member shall carry a firearm, the CEW, and either the OC spray or the expandable baton, but may carry all three non-lethal weapons on their duty belt.
- (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, size, color and design as the issued optional items. If carrying a knife on the gun belt, only the knife holder shall be utilized for storage of a folding knife or multi-tool. If a member carries a fixed blade knife, it must be carried concealed and total knife length shall not exceed seven (7) inches.
- (3) Accessories shall hold the approved appropriate equipment.
- (4) Pilots shall wear Division approved shoulder holsters when wearing the issued flight suit.

K 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).

L 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.
 - (a) Dress shirts, polo shirts, sweaters, and other clothing items featuring the Division badge or logo are not considered acceptable substitutes for the Division issued uniform. Any non-uniform clothing item featuring the Division badge or logo may only be worn with supervisory approval in settings in which casual business attire is acceptable, such as certain meetings, training courses, or other similar events or activities.
 - (b) Investigative members responding to a call for service that requires a more official appearance and the member does not have the opportunity to access and change into one of the approved attire options listed in this General Order may wear the issued Investigations Section Shirt to identify themselves as FWC Law Enforcement Officers. In these circumstances the member may carry the issued firearm in a concealed manner in accordance with General Order 38, *Undercover, Surveillance, and Decoy Operations*, or in plain view as prescribed in General Order 12, *Carry and Display of Weapons*.

- (2) Professional business attire, casual business attire or the appropriate uniform, shall be worn for training, meetings with the public or other functions.
- (3) 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.
- (4) Casual business attire is:
 - (a) Button-up shirt, collared polo-style shirt or sweater.
 - (b) Khaki-style slacks and non-athletic shoes, or other attire appropriate for the setting and occasion.
- (5) 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, ripped or torn clothing, shower shoes, or flip-flops.
 - (c) Revealing or suggestive attire.
- (6) Exceptions to the above listed standards can be approved by the appropriate supervisor for a member to work a particular job or assignment.
- (7) Agency issued t-shirts shall only be worn as directed and shall not be worn when attending meetings or conferences.
- (8) Footwear appropriate for the assignment shall be worn at all times while on duty.

M 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 shall maintain a neat, clean, and professional appearance.
- (3) Fingernails shall not extend beyond the ends of the fingers and shall be clean. Sworn members may only wear clear nail polish.
- (4) Unless otherwise approved, the hair of male sworn members may be either tapered or block cut, and not extend below the top of the eyebrow in the front or over the shirt collar in the back. No extreme hairstyles shall be permitted. Hair shall not cover any portion of the ear. Sideburns may extend to the bottom of the opening of the ear and shall be trimmed horizontally.
- (5) The hair of female sworn members while in uniform shall not extend more than four inches beyond the bottom of the shirt collar at the center of the back, and shall not interfere with the wearing of a uniform hat/cap. Longer hair shall be neatly worn in a bun, braid, or pony tail, which permits the wearing of the hat. Open-ended headbands no more than an inch wide are permitted. Barrettes, pins, headbands, or combs shall be conservative in appearance when worn. Hair coloring is permitted only when mimicking natural shades; unnatural shades are prohibited.
- (6) Unless otherwise approved, mustaches and goatees shall be kept neatly trimmed. If a mustache is worn, it must be a full mustache. The mustache may extend one-half 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 mustache 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 ½ inch width beyond the corners of the mouth.
 - (d) The goatee shall cover the chin, but not extend back more than ¾ inch toward the throat.
 - (e) The goatee and mustache shall not be colored or dyed in an unnatural shade or 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.
 - (h) The goatee shall be modified to accommodate Division equipment when operationally required.
- (7) 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 post style earring with a setting no larger than ¼ 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), Missing in Action (MIA), and Fallen Law Enforcement Officers memorial bracelets (with name of agency (not limited to FWC), name of officer, and end of watch date) may be worn if they are made of stainless steel or aluminum. Memorial bracelets may be black, polished steel or aluminum. Only one bracelet may be worn at a time.
 2. Fitness and/or health monitors that are designed to be worn on the wrist are acceptable. These monitors shall be conservative in color and inconspicuous.
 3. All other bracelets, including, but not limited to colored metal, leather and rubber bracelets, are prohibited.
 - (f) Neck jewelry shall not be worn so as to be visible while wearing the uniform.
- (8) Female sworn members may wear cosmetics if applied in a conservative and subdued manner.
- (9) 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.
- (10) Sworn members may wear eyeglass retention devices (Croakies or similar devices) in conservative colors and styles.
- (11) 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.

- (12) Regional Commanders and Section Leaders may authorize the wearing of other attire depending on the circumstances or assignment of the sworn member.
- (13) Issued jackets, raincoats, foul weather gear/rain gear, and reflective or blaze orange safety vests may be worn with any of the uniforms as appropriate.
- (14) Division issued bug-protection suits may be approved for wear with the Class B or Class C uniforms.
- (15) Class A uniform shirts shall not be worn with the sleeves rolled up. The sleeves on the long-sleeve rough duty shirt (Class C uniform) may be worn rolled up, if rolled up evenly and neatly, and secured as designed.
- (16) Uniform shirts shall be kept buttoned with no bulging objects in the shirt pockets.
- (17) A reflective safety vest shall be issued as part of the uniform and should be worn by sworn members when directing or controlling traffic on any roadway.
- (18) Blaze orange safety vests shall be issued to all full-time sworn members. Wearing of the vest is not mandatory unless directed by a supervisor for a special detail or operation
- (19) Sworn members are authorized to wear the Class C uniform at GHQ, field offices, court, and for public appearances. The Training uniform may only be worn at GHQ and field offices for brief and coincidental stops while on patrol or while traveling to or from training for which the Training uniform is authorized. The Training uniform shall not be worn in court or planned public appearance meetings unless temporarily approved by a supervisor due to exigent circumstances.
 - (a) When testifying before a jury, the sworn member shall wear the Class A (long-sleeve shirt and tie) uniform unless otherwise directed by a supervisor or the prosecutor.
- (20) All issued uniforms, uniform insignia and uniform accessories are the property of the Division of Law Enforcement.
- (21) A black trouser belt shall be worn under the uniform gun-belt.

N Tattoos

- (1) For purposes of this General Order, "tattoo" includes any tattoo, 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 prohibited on the neck, face, head, hands, and fingers of sworn members. A tattoo of a wedding band on one finger is permitted.
 1. This General Order does not prohibit cosmetic tattooing to correct medical conditions requiring treatment or legitimate cosmetic alteration.
 - (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 shall 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 Director of the Division of Law Enforcement shall determine if a visible tattoo is offensive as defined above and whether the member shall be required to keep it concealed.

O General Appearance for Duty Officers

- (1) All communications staff must be dressed in clean and neat professional attire appropriate for duty in the Regional Communication Centers.
- (2) Duty Officers shall wear the issued polo shirt or button-down shirt tucked or untucked with approved pants or slacks. Duty Officers may wear the FWC jacket as needed. All other articles, insignias and accessories are prohibited, unless approved by the Division Director.
- (3) Duty Officers, while on duty, are required at all times to be dressed in accordance with this General Order, unless prior supervisory approval is obtained.
- (4) Duty Officers shall wear closed toe and closed heel dress shoes or athletic shoes or other supervisor-approved footwear while working in the communication center.
- (5) Hats and caps are prohibited.

P Badges and Identification Cards

- (1) Sworn members shall 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 shall wear or carry an issued badge and ID card at all times while on duty, and when carrying a Division-issued weapon off-duty (this does not apply to undercover assignments).
- (3) If a sworn member loses a badge or ID card, an Incident Summary Report shall be completed describing the situation in which the badge or ID card was lost.
- (4) 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.

Q Body Armor

- (1) Body armor shall be issued to all sworn members.
- (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.
 - (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.
- (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. Only Division-issued body armor carriers shall be used.
- (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) 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.
 - (f) Body armor shall be replaced prior to the expiration of the guaranteed life of the vest as expressed by the manufacturer.
 - (g) 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.

4 FORMS

FORM NUMBER	FORM TITLE
	Incident Summary Report