

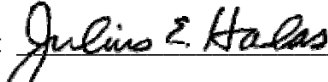


**Department of Financial Services  
Bureau of Fire and Arson Investigations  
STANDARD OPERATING PROCEDURE**

	Title:		Policy #
	<b>Personal Appearance</b>		2.1.5
	Amends:	Rescinds:	Effective Date:
2.002 07/15/2003	N/A	09/22/2009	
Review Date:	Review Date:	Review Date:	
Approved:  Chief John Corbett  Director Julius Halas			

**I. Purpose**

The purpose of this procedure is to provide a uniform standard of personal appearance that will reflect credibility and professionalism while allowing for deviation due to specific job performance or duties.

**II. Policy**

Bureau members have an obligation at all times to present an appearance that will reflect credibility and professionalism on themselves, the Department, Division and Bureau. This procedure applies to all Bureau members.

**III. Authority**

Article 17, Agreement The State of Florida and the Florida Police Benevolent Association Law Enforcement Bargaining Unit  
Department of Financial Services Appearance Guidelines

**IV. Procedures**

- A. Members shall adhere to the Department of Financial Services Appearance Guidelines regarding appropriate attire while in the office, attending meetings on behalf of the agency or when sworn members conduct follow-up investigations.
- B. Non-sworn members shall wear clothing which projects a professional appearance at all times.
- C. Grooming standards for sworn included class members shall comport with Article 17 of the Collective Bargaining Agreement.
- D. Approved Bureau utility clothing may be worn during normal work hours when responding or returning from fire scenes, or performing tasks where normal attire would not be practical, such as handling or destroying evidence. Members shall dress in a manner appropriate for his or her assignment that day.

- E. A suit or sport coat with a shirt and tie will be worn for courtroom proceedings. Female members may wear dresses, suits, skirts or slacks and shirt.
- F. While operating a state vehicle, members shall dress in the appropriate attire as described in this procedure.
- G. During fire scene processing, sworn members shall wear Bureau approved safety clothing which includes BDU type pants with the Bureau issued "POLICE" polo or t-shirt identifying the member as a State Fire Marshal Officer. Only clothing with Bureau approved insignia shall be worn. Only sworn members may wear clothing designated "Police", "Law Enforcement Officer" or similar words. (CFA 2.09)
- H. The appropriate dress code will be announced for meetings, conferences, seminars or special assignments by the senior member attending or convening the gathering.
- I. Sworn members shall wear approved structural firefighting boots when conducting fire and explosion scene investigations. All other safety equipment, including ballistic vests, will be utilized when working in high-risk conditions requiring its use and shall be accessible at all times. (CFA 17.10 M)
- J. Supervisors may authorize sworn members to deviate from the dress code if circumstances warrant, i.e., safety, weather conditions or duty assignment.

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