

<b>ENFORCEMENT PROCEDURE</b>			<b>309.01</b>	
		<b>PERSONNEL ATTIRE/DRESS</b>		
<b>ISSUED:</b> 12-09-1991	<b>EFFECTIVE:</b> 12-19-1991	<b>REVISED:</b> 12-04-2024	<b>REVIEWED:</b> 07-25-2024	<b>PAGES:</b> 6

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## PURPOSE

The purpose of this standard operating procedure is to establish dress codes for those persons authorized to wear civilian attire in the performance of their duties.

## SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel with exceptions noted.

## DEFINITIONS

1. **Break:** A horizontal crease in the fabric across the front of the pant leg that is a result of the pants length. The three main break styles are:
  - a. Full break: Occurs on a pant that extends in the back to the top of the shoe heel (or further);
  - b. Slight break: Will be about 3/4 to 1 inch shorter than a full break;

- c. No break: The pant is just long enough in the front to touch the top of the shoe without creating any bend (break) in the fabric when you are standing normally and looking straight ahead (not bending and looking down at your shoes).

Only the *slight break* style is authorized.

- 2. **Casual Business Attire:** Slacks, conservative polo, department polo or dress shirt, dress shoes, and conservative socks. As an alternative, a polo shirt emblazoned with the logos of the City of Punta Gorda, Commission for Florida Law Enforcement Accreditation (CFA), or the Florida Police Accreditation Coalition (FLA-PAC) may be worn in lieu of the department polo or dress shirt. Non torn jeans are permitted for off duty internal department meetings or functions unless otherwise directed.
- 3. **Dress Slacks:** Pants of a design, cut, style, and fabric that are similar to those that are part of a suit. All dress slacks shall be worn with a slight to medium break.
- 4. **Slacks:** casual trousers that are not part of a suit (commonly referred to as khakis, Dockers, etc.) All slacks shall be worn with a short to medium break.

## PROCEDURE

All Police Department personnel, with the exception of those personnel assigned to covert operations or as otherwise directed by a Command Staff Officer, shall dress in a professional, conservative, businesslike manner while on duty or representing the Punta Gorda Police Department. "Business-like manner" is defined in the following sections.

### I. MALE

- A. Dress shirt: Long sleeved, dress collared shirt.
- B. Tie: Must be of a conservative and contemporary length, width, design, and color.
- C. Suit or dress slacks with sport coat/blazer: Suit jackets and/or sport coats shall be worn when attending scheduled meetings outside the police department and during court functions. Two, or three-piece suits are preferred. No blue jeans, etc. shall be worn without prior approval from a Command Staff Officer.
- D. Dress shoes: Sneakers, flip-flops, sandals, etc. are forbidden. All footwear must complement the clothing worn, be closed-toe, constructed of a conservative material, and shall be highly shined.

### II. FEMALE

- A. Conservative dresses, skirts and blouses, slacks and blouses, or suits

- B. Miniskirts, halter tops, or shorts shall not be worn. No blue jeans, etc. shall be worn without prior approval from a Command Staff Officer.
- C. All footwear must complement the clothing worn. Sneakers, flip-flops, sandals, moccasins, etc. shall not be worn.
- D. Hosiery/Socks – All hosiery/socks worn and exposed above the foot shall complement the clothes being worn.

### III. PROFESSIONAL STAFF MEMBERS

- A. The uniform for professional staff members shall consist of the approved polo shirt, khaki like slacks (black, navy, grey, tan, beige, and brown) and conservative black, closed-toed shoes.
- B. The uniform for the Evidence Technician shall be the department polo shirt, black BDU pants, black socks or appropriate hosiery, and conservative black, closed-toed shoes.
- C. No mixture of civilian outer clothing with the official uniform shall be permitted.
- D. Uniformed civilian employees shall not wear the official uniform outside the county except when necessary to perform official duties or by special permission of a Command Staff Officer.
- E. While in uniform, professional staff members shall be neat and clean in personal appearance, and shall wear their uniform with dignity and in strict conformity with rules and regulations. Uniformed civilian employees shall keep their uniforms clean and well pressed. Authorized metal accessories worn with the uniform shall be kept clean and bright. Shoes shall be kept clean and in good condition.
- F. Uniform items shall not be altered other than as necessary to ensure proper fit.
- G. Undergarments shall not be worn in a visible manner.
- H. Service Awards shall be worn in accordance with [Standard Operating Procedure 305.00 - Employee Recognition Program](#).
- I. The ownership and title to all uniforms and equipment issued to uniformed civilian employees is vested in the Punta Gorda Police Department.
- J. Professional staff members shall be held strictly accountable for the proper care, use, and maintenance of all issued articles of uniform and equipment. Uniforms and equipment shall be worn and used only in accordance with the provisions of this standard operating procedure.

- K. No item of uniform or equipment shall be transferred or exchanged by uniformed civilian employees without the approval of a supervisor and only after the Property Officer has been notified of the exchange.
- L. It shall be the duty of each professional staff member to produce for inspection any article or item of issued uniform or equipment or any other item worn or carried while on duty which affects the member's appearance or performance of duty, upon demand of a supervisor.
- M. When a professional staff member resigns, retires, is discharged, is granted an extended leave of absence, or in any way vacates their position, the professional staff member shall surrender to the Property Officer all issued items of uniform and equipment. In the case of the death of a professional staff member, their section supervisor shall be responsible for the recovery of all property, keeping in mind the feelings of the deceased uniformed civilian employee's family.
- N. Professional staff members shall not wear any portion of the official uniform while under disciplinary suspension or light duty.
- O. A professional staff member who loses, misplaces, or damages issued property shall immediately report such loss or damage to their section supervisor, in writing, and shall be held responsible for the replacement of same, when the loss or damage is due to the employee's negligence.
- P. Professional staff member's uniform items which become unsuited for continued use due to normal wear or size change may be replaced upon approval from the Administrative Services Section Supervisor.
- Q. Employees who live outside the county may wear their uniform to and from work.

**IV. CASUAL BUSINESS ATTIRE:** Casual business attire may be worn with approval from a Command Staff Officer.

**V. DEPARTMENT ISSUED SHIRTS/SWEATERS:** Based on the circumstances, department personnel may be permitted to wear department-issued shirts and/or sweaters. Badges on shirts issued to non-sworn employees/volunteers will indicate the area they represent rather than "police officer." Approved shirts are as follows:

- A. Fossil Columbia shirt: Embroidered silver badge on left breast with "VOLUNTEER" on line 1; individual's first initial and last name in upper case letters on right breast in embroidered black lettering; "VOLUNTEER" under name in embroidered black lettering; "VOLUNTEER" on back in heat transfer/silk screened black block lettering.

## B. Yellow

1. Yellow and black: Embroidered silver badge on left breast with “VOLUNTEER” on line 1; individual’s first initial and last name in upper case letters on right breast in embroidered black lettering; “VOLUNTEER” under name in embroidered black lettering.

## C. Red: Polo shirt with embroidered silver badge on left breast with “POLICE OFFICER” on line 1; “INSTRUCTOR” on right breast in embroidered silver lettering.

## D. Navy: Polo Shirt

1. Administrative Services: Embroidered silver badge on left breast with title in capital letters on line 1; individual’s first initial and last name on right breast in upper case letters in embroidered silver lettering.
2. Criminal Investigations Section: Embroidered silver badge on left breast with “DETECTIVE” on line 1; individual’s first initial and last name on right breast in upper case letters in embroidered silver lettering.
3. Communications Section, Records, Evidence Unit, Accreditation, and Intern: Embroidered silver badge on left breast with section name on line 1; individual’s first initial and last name on right breast in upper case letters in embroidered silver lettering.

## E. Blue

1. Marine Services: Columbia shirt with embroidered silver badge on left breast with “POLICE OFFICER” on line 1; individual’s first initial and last name in upper case letters on right breast in embroidered black lettering; ; “POLICE” on back in silk-screened black block lettering or the blue long sleeve marine operations UV protection shirt.
2. Police Bike Team: Blue and black polo shirt with embroidered silver badge on left breast with “POLICE OFFICER” on line 1; individual’s first initial and last name in upper case letters on right breast in embroidered black lettering.

## F. Royal Blue: V.I.P Coordinator and Deputy Coordinator: Embroidered silver badge on left breast with “VOLUNTEER” on line 1; individual’s first initial and last name in upper case letters on right breast in embroidered black lettering; title in capital letters under name in embroidered black lettering and serving since (year) under the title.

## G. White: Polo Shirt

1. Volunteers: Embroidered silver badge on left breast with “VOLUNTEER” on line 1; individual’s first initial and last name in upper case letters on right breast in

- embroidered black lettering; title in capital letters under name in embroidered black lettering and serving since (year) under the title.
2. Motor Unit Section: Embroidered silver gold badge on left breast with title in capital letters on line 1; individual's first initial and last name on right breast in upper case letters in embroidered silver lettering.
- H. Sweaters: Communications and Records personnel are authorized to wear approved cardigans or fleece jackets with embroidered silver badge on left breast with "Communications" on line 1; individual's first initial and last name on right breast in upper case letters in embroidered silver lettering.

**VI. JEWELRY**

- A. Male personnel shall not wear earrings while on duty.
- B. Females are permitted to wear conservative post or loop earrings on the lobe of the ear only.

**VII. PROFESSIONAL IMAGE:** Clothing shall be kept neat and clean to project a professional image and members shall be required to adhere to the caveats as set forth in [Standard Operating Procedure 309.00 - Physical Appearance and Grooming](#).

**APPROVED**



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**PAMELA R. SMITH, CHIEF OF POLICE**

**STAFF REVIEW DATES:** 02-23-1991, 02-09-1998, 03-24-2000, 06-04-2002, 01-20-2005, 10-23-2007, 12-23-2009, 12-20-2011, 10-02-2012, 01-27-2015, 04-18-2017, 03-12-2019, 02-01-2021, 08-05-2022, 07-25-2024

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