

**SECTION:** 6.35  
**SUBJECT:** Attire, Rank, Dress Standards and Personal Appearance  
**AUTHORITY:** Executive Director

**Policy:**

Commission employees shall display a neat, professional appearance at all times while on duty or while representing the agency before the public. Employees shall be expected to maintain an appearance which reflects a professional image by proper grooming and personal cleanliness.

**Contents:** 6.35.1 Employee Attire  
6.35.2 Provision and Replacement of Commission Attire

**Procedure:**

**6.35.1 Employee Attire**

FWC expects employees to maintain a neat, clean, and appropriate appearance. Some positions require employees wear certain types of clothing or gear for health, safety or security reasons. Employees should dress appropriately for the work setting and type of work performed.

- A.** Only employees in positions for which approval has been obtained from the Executive, Division, or Office Director through the perquisite procedure, may have Commission-issued attire paid by the agency. Employees in positions not listed on the pre-approved agency perquisite list may purchase, at their own expense, apparel to wear from our approved agency vendors.
- B.** Division of Law Enforcement personnel shall refer to General Order 23 "Uniforms, Dress Code, Personal Appearance" for employee attire guidance.

**6.35.2 Provision and Replacement of Commission Attire**

**A. Provision**

The quantity and type of attire items issued to each employee shall be determined by the Executive, Division, or Office Director in accordance with the job responsibilities/duties of the position and the Department of Management Services approved perquisite list.

**B. Replacement**

- 1. Requests for attire replacement shall be sent through the immediate supervisor for approval.
- 2. Need for replacement items must be properly documented. The purchase of replacement items shall be recorded as perquisite or non-perquisite items for Department of Management Services /audit reporting purposes.

3. When terminating, all non-perquisite items provided shall be turned in to the immediate supervisor (e.g. rain suits, protective gear, protective outerwear, etc).

History: Est.: 10/04/2000; Rev.: 04/29/2008

**Approved:**

**Victor J. Heller**  
**Executive Director or Designee**

**April 29, 2008**  
**Date**