## FLORIDA HIGHWAY PATROL POLICY MANUAL



## 6.01.01 PURPOSE

To establish policy and guidelines relating to the Florida Highway Patrol uniforms and personal appearance of members of the Florida Highway Patrol.

#### 6.01.02 AUTHORITY

The Florida Highway Patrol is granted authority to prescribe a distinctive uniform and distinctive emblem to be worn by all members of the Patrol by a provision set forth in Section 321.02, Florida Statutes.

#### 6.01.03 POLICY

It is the policy of the Florida Highway Patrol to comply with the provision of law concerning uniforms that are to be worn by members, to create guidelines to enhance public recognition and to maintain a professional appearance through uniformity in dress. The uniform clearly identifies to the public the presence of a Florida Highway Patrol trooper.

#### 6.01.04 DEFINITIONS

- A. BUSINESS CASUAL ATTIRE Dress pants or slacks with a collared shirt for male or female members. Shorts, t-shirts, tennis shoes, flip-flops and sandals are not permitted.
- B. **CIVILIAN ATTIRE** For male members, this normally requires a coat and tie unless other appropriate dress is specified. Female members shall wear the equivalent appropriate dress. Members working in an undercover capacity or on special detail shall wear clothing appropriate for the specific assignment.
- C. **IN-SERVICE TRAINING ATTIRE** Division-issued Class C uniform (BDU jacket optional); solid color tactical BDU trousers, solid color denim pants or casual slacks; collared shirt; t-shirt with FHP type logo; tactical boots or tennis shoes. Torn, frayed or excessively worn clothing is prohibited. Training attire may be amended by the Troop Commander or Chief Training Officer to meet the training needs. Member furnished web gear may be worn instead of patent leather as long as the holster is the same configuration/style as the on-duty holster.
- D. **PLAIN-TOE BOOTS** The allowable boot height can range from 5 inches to 12 inches with a sole no higher than 2 inches, and may not be of a style that resembles a western or "cowboy" type boot. The boot toes shall not be less than

2 inches wide at a point 1 inch from the tip of the boot. An inconspicuously manufacturer placed zipper is authorized. All leather or synthetic boot material must be of a nature that is capable of being polished/shined to a high-luster black finish.

- E. **SPECIAL INSIGNIA PINS** The Recruiter, FTO, Instructor, Training Academy Staff, Honor Guard Unit, Critical Incident Peer Support Team (CIPST), EMT, Reconstructionist, SRT, QRF, Felony Officer, K-9 Officer, Motorcycle Unit, Aviation Unit, Shooting award (Marksmanship), FHP years of service pin, 9-11 Commemorative pin, the Petroleum Council Officer of the Year award, and any other pin deemed acceptable by the Director or designee. Special insignia pins may only be worn as indicated in this policy.
- F. **SPECIAL INSIGNIA RIBBONS** The Medal of Valor, Silver Star, Governor's Heroism award, Lifesaving award, Purple Heart, FHP Veterans Service Award (available with confirmed military service; if discharged, member must have received a General or Honorable Discharge.), the SLECA Officer of the Year award, and any other outside award or commendation deemed acceptable by the Director or designee. Special insignia ribbons may only be worn as indicated in this policy.
- G. **STANDARD ISSUE** List of individual clothing that each member receives upon employment with the Florida Highway Patrol and maintains throughout his/her career.
- H. **UNIFORM ACCESSORIES** Approved articles that may be worn with the uniform while in an official capacity as a Florida Highway Patrol trooper.
- I. **UNIFORM INSIGNIA** The Florida Highway Patrol patch, badge, rank insignia, collar ornaments, nameplate, "Serving Since ..." bar, buttons, whistle chain, tie bar, hat medallion, hat cord, and hat strap. Uniform insignia and accessories for those ranks of lieutenant and above will be gold. Sergeants and below will be silver.

## 6.01.05 OBJECTIVES

- A. To ensure that all members, while in the performance of their Florida Highway Patrol duties, dress in a professional manner consistent with the procedures in this chapter.
- B. To describe the Dress Jacket, Class A, Class B, and Class C uniforms.
- C. To prescribe the proper times and the manner in which the Dress Jacket, Class A, Class B, and Class C uniforms shall be worn.
- D. To identify the proper footwear to be worn with each uniform.
- E. To regulate the placement of uniform insignia.
- F. To recognize appropriate uniform accessories.
- G. To authorize issuance of uniforms.
- H. To establish maintenance, cleaning and replacement procedures for the uniform.

- I. To authorize appropriate plainclothes attire in specific assignments.
- J. To identify the standard issue of individual uniforms, uniform accessories and uniform insignia.
- K. To establish a uniform/footwear allowance.
- L. To authorize individual clothing to be retained upon retirement of a member.
- M. To authorize the wearing of a ballistic protective vest (body armor) as a part of the Florida Highway Patrol uniform.

## 6.01.06 RESPONSIBILITIES

- A. The Florida Highway Patrol Training Academy shall issue each recruit a "standard issue" of uniforms, uniform insignia and uniform accessories for use upon completion of training. The training academy shall issue each recruit body armor at the earliest possible time. Recruits shall wear the body armor while wearing any uniform, unless otherwise directed by the Chief Training Officer, or designee.
- B. The Troop Office Operations Consultant (OOC) shall monitor the ordering, exchanging and replacement procedures of uniforms of all members in his/her respective troop.
- C. The Troop Office Operations Consultant shall keep an individual inventory file on all members in his/her respective troop.
- D. The Squad Sergeant shall order, disburse, exchange, and receive justification, when appropriate, on all uniform replacements on proper order forms provided by the manufacturer and forward to the Troop Office Operations Consultant.
- E. Sergeants and above shall order their uniforms on proper order forms provided by the manufacturer and forward to the Troop Office Operations Consultant.

## 6.01.07 PROCEDURES

Members of the Florida Highway Patrol shall wear their uniform only while on duty or while working off-duty police employment, and in a manner that enhances the public image of a professional law enforcement officer. The visibility of the uniform and the individuals who wear it should portray a positive reassurance to the citizens of the State of Florida.

A. THE DRESS JACKET UNIFORM

The Dress Jacket Uniform shall be worn with the items placed in accordance with this policy and the photo below. No variations shall be allowed without the expressed authorization of the Director or designee.

- 1. Black campaign hat (felt hat required with Honor Guard duties)
- 2. Gun belt with authorized equipment: handcuffs/case service weapon without flashlight/holster ASR/holster magazines/case





### B. THE CLASS A UNIFORM

The Class A Uniform shall be worn with the items placed in accordance with this policy and the photo above. No variations shall be allowed without the expressed authorization of the Director or designee.

C. THE CLASS B UNIFORM

The Class B Uniform shall be worn with the items placed in accordance with this policy and the photo below. No variations shall be allowed without the expressed authorization of the Director or designee.







## D. THE CLASS C UNIFORM

The Class C Uniform shall be worn with the items placed in accordance with this policy and the photo above. No variations shall be allowed without the expressed authorization of the Director or designee.

- 1. The black ball cap shall have a cloth or silk-screened Florida Highway Patrol (FHP) letters positioned in the center of the cap front. For the ranks of sergeant and below, the letters will be silver. For the ranks of lieutenant and higher, the letters will be gold.
- 2. The black t-shirt shall have a silk-screened Florida Highway Patrol badge on the left front and "STATE TROOPER" on the back in the color of urban gray.
- 3. No other regular or special insignia shall be worn on the Class C uniform.
- 4. Webbed/nylon finish gun belt and attached gear may be worn with Class C uniform in lieu of high-gloss leather during training; if, the configuration is the same as the "duty gun belt", and webbed/nylon gun belt is furnished by member.

## Gun belt with Authorized Equipment



## **Division Approved Intermediate Weapons**



- E. REGULATIONS FOR WEARING THE DRESS JACKET, CLASS A, CLASS B AND CLASS C UNIFORMS
  - 1. Members have the option of wearing either the Class A or Class B uniform while on duty. However, the uniform shall be clean, pressed, and worn in a professional manner.
  - 2. Members may wear the Dress Jacket at FHP functions, ceremonies, meetings and gatherings, or when authorized by a Troop Commander or above.
  - 3. Members assigned to uniformed duties appearing in person on behalf of the Division in court or other quasi-judicial functions must do so in a minimum of a Class B uniform with military oxford shoes.
  - 4. Members of the command staff, to include the ranks of major and above and Florida Highway Patrol Honor Guard members will be issued the Dress Jacket and must adhere to FHP Policy 24.04.
  - 5. Special Response Team members shall wear the Class C uniform during training exercises not suitable for the Class A or Class B uniforms or with prior approval of the District Commander.
  - 6. Members participating with the Mobile Field Force Team will wear the khaki Class C uniform, when authorized or during Mobile Field Force deployments, which is comprised of Khaki BDU's, Black Shirt and optional Khaki Jacket unless a different uniform is expressly authorized by a Mobile Field Force Commander.

- 7. The wearing of the Class C uniform during off-duty employment is prohibited.
- 8. No member shall wear any article of the uniform or its accessories in other than the prescribed manner while on duty. All other articles, insignias and accessories are prohibited, unless approved by the Director.
- 9. No member shall wear any article of the uniform or its accessories when not in the official capacity of a Florida Highway Patrol trooper, unless prior approval is given by the Troop Commander or above.
- 10. Members are permitted to wear only black or white undershirts. No undershirt should ever be visible below the sleeve of the uniform, and undershirts that are faded or frayed are prohibited. If white undershirts are worn, they shall not be visible at the neckline. Black undershirts may be visible at the neckline as long as they are a crew or V-neck style, with no logos or other colors visible. Exception: The black FHP mock turtleneck may be worn in lieu of the tie and tie bar while wearing the Class A uniform. (Refer to 6.01.07(F)(19)
- 11. Footwear:
  - a. <u>When wearing the Dress Jacket and Class A uniform:</u> Footwear shall consist of high-gloss black military oxford shoes (low-quarter or three-quarter).
  - b. <u>When wearing the Class B uniform</u>: Footwear shall consist of the high-gloss black military oxford shoes, or plain black boots that are made of a patent leather with high-gloss finish or other material capable of being polished to a high-luster finish. The shoes and boots must have rounded toes. Heels cannot be wedge shaped or exceed one inch in height. Athletic shoes and western-style sharp-toed boots are prohibited. There shall be no blousing of Class A or Class B uniforms.
  - c. <u>When wearing the Class C uniform</u>: Footwear shall consist of the current Division-approved or issued boots only. Blousing of the trousers is permitted. The boots shall be polished to a high-luster finish.
  - d. Boots are not authorized to be worn by members assigned to specialty positions, or when members are assigned to special details such as the inauguration or other formal occasions as determined by command. All Boots are **prohibited** from being worn when appearing in court or any similar quasi-judicial function. Boots may only be worn when the member is assigned to a zone and engaged in patrol duties, certain THI duties, training, and other duties as deemed appropriate by the Troop Commander or Chief Training Officer.

- e. When wearing the military oxford shoes, black socks without visible logos or graphics, of sufficient length to prevent revealing the ankle during normal sitting must be worn.
- 12. Footwear, undershirts and black socks are to be furnished by the member.
- 13. Members shall be issued a uniform allowance to cover the cost of uniform care and footwear replacement.
- 14. When wearing the Dress Jacket, Class A or Class B uniforms, the campaign hat, as described on page 20, shall be worn when the member is outside the patrol vehicle and in contact with the public (i.e., traffic stops, crash investigations, directing traffic, disabled vehicles, abandoned vehicles, etc.).

## MEMBERS MAY NEED TO EXIT THEIR PATROL CAR WITHOUT WEARING THEIR CAMPAIGN HAT UNDER EXIGENT CIRCUMSTANCES. HOWEVER, THE HAT WILL BE WORN ONCE THE SITUATION STABILIZES.

- 15. Unless otherwise directed by a supervisor, members should use discretion in deciding the appropriateness of wearing the hat inside buildings. In most circumstances, the hat should not be worn indoors. However, there are exceptions which include, but are not limited to funerals, special details / ceremonies, etc.
- F. REGULATIONS CONCERNING UNIFORM INSIGNIA AND ACCESSORIES ON THE DRESS JACKET, CLASS A AND CLASS B UNIFORMS
  - 1. The positioning of the FHP and appropriate rank insignia patch shall be as shown in the photo below.



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RANK INSIGNIA Lieutenants and Above positioned on both epaulets 1" from the outside edge of the shoulder boards

2. The rank insignia for Lieutenants and above shall be placed either on shoulder boards as described above or directly on the epaulets. If placed directly on epaulets, the rank insignia shall be positioned centered on the cross-stitching on both epaulets or 1" from the outside edge of the epaulet if epaulets are not cross-stitched.



## STARS/BARS SERVICE PATCH

Each BAR represents 2 years of service Each STAR represents 5 years of service

1/2" above the top of the cuff, sewn 1/2" from the pressed crease on the left sleeve 3. The positioning of the stars shall be as depicted in the photo above. Stars/bars service patches may be sewn on the wearer's left uniform long-sleeve. Star(s) (if any) shall be worn with a single point facing upward. Bar(s) (if any) should be parallel to the cuff seem, but above any star(s).



4. The collar ornaments (FHP and traffic wings) on the "Class A" uniform shirt shall be worn as described in the photo above and in the photo below for the "Class B" uniform shirt.

# **CLASS B SHIRT**



1-3/8" COLLAR ORNAMENTS (FHP and Traffic Wings): worn 1-3/8" from the tip of the collar and centered between the collar edges.

FHP on the right-side collar

TRAFFIC WINGS on the left-side collar

- 5. The Florida Highway Patrol badge shall be positioned above the left pocket in the pre-sewn holes.
- 6. Special insignia ribbons or enamel awards may only be worn in accordance with this policy and FHP Policy 23.01.04(A)(3). The approved ribbons / enamel awards are listed below, beginning with the most prestigious, and shall be placed on the uniform accordingly, from left to right.
  - a. Medal of Valor
  - b. Medal of Valor from another awarding agency
  - c. Silver Star
  - d. Governor's Heroism Award
  - e. Heroism Award from another awarding agency or organization
  - f. Lifesaving Award
  - g. Purple Heart
  - h. Other law enforcement agency or organization commendation award
  - i. FHP Veterans Service Award
  - j. Any other award deemed acceptable by the Director or designee.

# SPECIAL INSIGNIA — LEFT SIDE



For multiple awards, the commendation ribbon bars shall be worn from left to right: (For example-1. The Medal of Valor; 2. Lifesaving Award; 3. The Purple Heart; and 4. FHP Veterans Award)

When displaying more than one award, all awards shall be of the same type; either cloth ribbon or enamel.

When displaying any award on the wearer's left side, the 9-11 Commemorative pin will not be worn.

No more than three (3) awards will be placed in a single row, and no more than two (2) rows will be worn, below the badge. When three or more awards are worn, writing pens may not be displayed on the pocket flap exterior.

The awards will be centered on the upper portion of the left pocket flap. If a second row is worn, it will be placed above the pocket flap seam as shown.

The preferred method of wearing multiple awards (cloth or enamel) is the use of a commercial commendation award bar (CAB) slide holder.

Military awarded ribbons are not authorized to be worn on the FHP uniform.

- 7. The following insignia is authorized and may be worn by members that are certified and participating in any of the following teams, units, or functions:
  - a. Recruiter
  - b. Field Training Officer (FTO)
  - c. Instructor
  - d. FHP Training Academy Staff
  - e. Honor Guard Unit
  - f. Critical Incident Peer Support Team (CIPST)
  - g. Emergency Medical Technician (EMT)
  - h. Reconstructionist (Traffic Homicide Investigations THI)
  - i. Special Response Team (SRT)
  - j. Quick Reaction Force (QRF)
  - k. Felony Officer / K-9 Officer (Criminal Interdiction Unit CIU)

- I. Motorcycle Unit
- m. Aviation Unit
- n. Marksmanship (Firearms Qualification)
- 8. No more than two (2) special insignia may be worn above the nameplate (i.e., right side) at one time. Exception: Trooper of the Year award.



Special insignia shall be centered and positioned 1/4" above the nameplate.

- a. This shall include awards such as instructor, FTO, Training Academy Staff, shooting awards, Reconstructionist SRT, and other specialized units as listed in the Special Insignia definition.
- b. The FHP years of service pin shall be placed 1/4" above any award pins but if none, 1/4" above the nameplate.
- c. The Petroleum Officer of the Year award may replace the award pin listed above in (a) or the FHP years of service pin. There shall still be no more than two special insignia pins above the nameplate.
- 9. The nameplate shall be positioned above and level with the right pocket in the pre-sewn holes.
- 10. The "Serving Since..." bar should be worn in conjunction with the nameplate. Only under unusual and extenuating circumstances should the nameplate be worn without the "Serving Since..." bar.
- 11. The epaulet buttons shall be placed in the pre-sewn slot areas of the epaulets and used to fasten the epaulets. The right epaulet button shall also secure the whistle chain. The pocket buttons may either be placed in the pre-sewn slot areas of the pocket and used to fasten the pocket flap or secured on the pocket flap.

- 12. The whistle chain shall be affixed to the right epaulet button under the epaulet and inserted into the right side of the right pocket with no slack between the two.
- 13. The campaign hat medallion, cord with acorns, and strap with buckle shall be assembled as described in the photo below.
- 14. The campaign hat shall be positioned straight away and not tipped.

## Campaign Hat — Step-by-Step Instructions



1. The campaign hat medallion shall be positioned in the center front hole of the hat in an upright position.



4. Hat cord method used to tie the overhand half hitch.



2. Positioning of hat cord around hat.



5. Loop the acorn through the hat cord and tighten.



3. Loop the acorn underneath the hat cord to tie a half hitch.



6. The cord shall be tight and tied in front with a half hitch on each side and shall be centered below the medallion.



9. The hat strap buckle shall be attached to the hat cord through the holes provided for such attachment.



7. The outside end of the acorns shall be one-half inch from the brim when fully extended.



8. Method for attaching the strap buckle to the hat.



10. The hat strap buckle shall be positioned near the center of the head and positioned no lower than one and one-half inches below the inside brim.



11. Buckle both ends of the hat strap together.





12. Method for wearing the hat strap.

13. The campaign hat shall be positioned straight away and not tipped.

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15. When wearing the Class A uniform with the tie, the tie bar shall be positioned on the tie even with the lower edge of the shirt pocket flaps. Members are permitted to wear the mock turtleneck or a black crew neck shirt in lieu of the tie and tie bar while wearing a Class A uniform. The following regulations shall be followed:

# CLASS A SHIRT



- a. While wearing the Class A uniform, the tie and tie bar shall be worn for official functions such as funerals, court trial appearances and special details. The mock turtleneck or black crew neck shirt can only be worn for regularly assigned duties such as routine patrol. Troop Commanders may require the wearing of the tie and tie bar for specific assignments.
- b. The wearing of the mock turtleneck shirt is optional and members wishing to wear the shirt must personally purchase one. Troopers, corporals, and sergeants will use shirts with the FHP embroidered in silver. Members with the rank of lieutenant and above will use shirts with the FHP embroidered in gold.

## BLACK NECKTIE with TIE BAR even with the lower edge of the shirt pocket flaps

- c. The mock turtleneck shirt shall not be worn with the Class B uniform or be visible while wearing the Dress Jacket.
- d. When wearing the mock turtleneck or black crew neck shirt, the collar insignia shall be placed as specified for a Class A uniform.
- e. When wearing the mock turtleneck or black crew neck shirt, boots may be worn. All other provisions regarding the wearing of boots must be followed.
- G. UNIFORM REGULATIONS EXCEPTIONS

Members assigned to certain sections of the Florida Highway Patrol may wear approved attire during regular duties that may be inconsistent with the above procedures.

- 1. Members assigned to General Headquarters may wear civilian attire as appropriate for the day's assignment.
- 2. Members of the Bureau of Criminal Investigations and Intelligence (BCII) may wear civilian attire in accordance with the BCII Policy Manual.
- 3. Members assigned to represent the Division may wear approved civilian attire that coincides with the occasion.
- 4. Members assigned to the Training Academy may wear appropriate attire as determined by the Chief Training Officer.
- 5. Members of the Aviation Unit, when flying, may wear the approved flight uniform in accordance with the Aviation Unit Manual.
- 6. Members of the Motorcycle Unit shall wear the approved motorcycle uniform in accordance with FHP Policy Chapter 19.
- 7. Members of the Special Response Team (SRT) may wear the Class C uniform during training, emergencies and other tactical situations when deemed necessary by the unit commander. The body armor shall be worn during all high risk and/or tactical situations in accordance with FHP Policy 22.06.
- 8. Members assigned to the Criminal Interdiction Unit may wear the Division-issued work uniform while on routine patrol. The work uniform is not to be worn during scheduled court appearances or during off-duty employment details.
- 9. Members assigned to Traffic Homicide Investigator (THI) duties may wear the Class C uniform during post-collision vehicle inspections and if called out during on-call status.
- 10. Members assigned to Commercial Vehicle Enforcement (CVE) may wear the issued CVE Class C uniform, as described below.
- 11. Members assigned to firearms, Mobile Field Force or other training authorized by the Troop Commander may wear the Division-issued Class C uniform or in-service training attire.
- 12. Members attending local law enforcement training classes at the FHP Academy, community college training centers, IPTM, FPSI, etc. may wear business casual or in-service training attire when authorized by the Troop Commander. Excluding personnel assigned to GHQ or the area within Troop H, members traveling to the Academy for training will wear an approved FHP uniform.
- 13. The Troop Commander or designee may require and/or authorize the Dress Jacket, Class A or Class B uniform for special occasions or events that occur within their troop.
- 14. Members may wear a black mourning band around their badge when a law enforcement officer is killed in the State of Florida. The approved

time to wear the mourning band shall be from the time of official notification of the death, through the day of the funeral.

H. WINTER JACKET

WARNING: Puncturing the winter jacket with unauthorized insignia will compromise the weather proofing capability of these jackets; therefore, placement of uniform insignia authorized for the winter jacket shall be as follows:





- 1. The Florida Highway Patrol winter jacket may be worn at times that the member deems necessary. The rank insignia for corporals and above shall be worn and positioned 1" from the outside edge of the jacket epaulets.
- 2. Collar insignia shall not be worn on the winter jacket. With the exception of the rank insignia outlined in 6.01.07(H)(1), only the uniform badge and epaulet / pocket buttons are authorized to be worn on the winter jacket.

## I. BLACK COMMANDO SWEATER

The black commando sweater is issued to the motorcycle units. All other members are authorized to wear the sweater, but at the member's expense. Members may order the sweater by contacting VF Imagewear, Inc. at 1 (800) 247-5122, and mention the sweater lot # FH5004. No additional insignia may be placed on the black commando sweater except for the rank insignia on the epaulets for Sergeants and above. Shoulder boards shall not be used with the rank insignia for Lieutenants and above.



## J. TRAFFIC VEST / RAIN GEAR

- 1. The high-visibility reflective traffic vest shall be worn at **ALL** times members are involved in directing traffic, investigating crashes with roadblock or affected by motoring traffic, and handling lane closures, obstructed roadways, and disasters on the roadway.
- 2. During rainy weather, the high-visibility reflective rain gear may be worn in lieu of the traffic vest.

## K. BODY ARMOR / BALLISTIC PROTECTIVE VEST

It is the policy of the Florida Highway Patrol to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

- 1. Issuance of Body Armor
  - a. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
  - b. All members shall be issued agency-approved body armor.
  - c. Members will ensure their issued body armor is not expired. Members will request a replacement of their body armor prior to it reaching its manufacturer's expiration date or when it is worn or damaged. However, body armor that has been misused or abused must be replaced at the member's expense.
- 2. Required Wear and General Exceptions

- a. Except as otherwise authorized in this policy, body armor shall be worn by:
  - (1) All uniformed members below the rank of captain.
  - (2) All uniformed members participating in planned patrol or planned field enforcement activities, regardless of rank.
  - (3) Any uniformed member engaged in secondary employment or hireback program, regardless of rank.
  - (4) All members (other than undercover members) including command and non-uniformed members, engaged in preplanned high-risk situations such as executing search warrants, serving felony arrest warrants, conducting raids or special operations which are expected to encounter felonious activity or felony suspect(s).
  - (5) All members participating in live-fire (including simunitions) firearms training, regardless of rank.

Note: Retired members that are only qualifying as part of H.R. 218, The Law Enforcement Officers' Safety Act or for a concealed firearms license and not participating in any other training, are not required to wear body armor. However, if available, retired members should utilize body armor for their safety and the safety of all members.

- (6) Any member when directed to do so by a supervisor.
- b. Wearing Not Required

Regardless of rank, the following members are not required to wear body armor unless provisions from 6.01.07(K)(2)a. above are applicable:

- (1) Members assigned to specialty positions whose primary day-to-day responsibilities do not include planned patrol or planned field enforcement duties. Specific written exemption from the Troop Commander, Bureau Commander or higher is required.
- (2) Members assigned to General Headquarters.
- (3) Non-uniformed members.
- (4) Honor Guard members while wearing the Honor Guard dress jacket or performing Honor Guard functions.
- (5) Traffic Homicide Investigators while processing the scene of a crash or while processing vehicles at a storage facility.

- (6) Pilots while engaged in aircraft operations or to and from aircraft operations while in a flight suit.
- c. Troop Commander Exemption

Upon written request from a member, a Troop Commander/Major or higher authority may grant exemptions for the required wearing of body armor under the following conditions:

- (1) When the ability to perform required duties would be negatively impacted by wearing the body armor.
- (2) Troop Commanders may not grant open ended or indefinite exemptions to the wearing of body armor.
- d. When not worn, body armor must be reasonably and readily available (e.g. in the members vehicle while on duty, in the member's office, etc.).
- 3. Use of Body Armor
  - a. Members shall wear only Division-approved or authorized body armor.
    - (1) The ballistic protective vest may be worn underneath the Class A, B or C uniform shirt.
    - (2) The Class B style uniform vest carrier is authorized for wearing with the Class B uniform only. The vest carrier is not authorized for use with the Class A uniform.
    - (3) While wearing a Class B style uniform vest carrier, members may not partially or completely remove the carrier, except while at a FHP facility and out of public view. While at the FHP Academy, members wearing the Class B uniform are prohibited from removing the Class B style vest carrier.
    - (4) With the Class C uniform, the ballistic protective vest may be worn underneath the uniform shirt, or with an issued or authorized outer vest tactical carrier.
    - (5) While wearing the flight suit, members of the Aviation Unit may wear the ballistic protective vest underneath the suit.
    - (6) Members who may routinely wear the outer vest tactical carrier include: CIU, CVE, SRT, BCII and firearms instructors during range training.
    - (7) Any attachments for the outer vest tactical carrier must be division-issued or authorized to be worn.

- b. In cases of emergencies or unusual circumstance, body armor may be worn over the exterior of the Class A or B uniform shirt or other clothing.
- 4. Inspections of Body Armor

Supervisors shall be responsible for ensuring that body armor is worn and maintained through routine observation and documented monthly inspections.

- 5. Care, Maintenance and Replacement of Body Armor
  - a. Members shall routinely inspect their body armor for signs of damage and for general cleanliness.
  - b. Members are responsible for the proper storage, maintenance and care of body armor in accordance with the manufacturer's instructions.
  - c. As dirt and perspiration may erode ballistic panels, each member shall be responsible for cleaning their body armor in accordance with the manufacturer's instructions.
  - d. Members are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor, who will report the same to the Troop Office Operations Consultant for replacement.
  - e. Body armor will be replaced in accordance with FHP policy, vest manufacturer's recommendations, and the guidelines/protocols established by the National Institute of Justice.
- L. UNIFORM MAINTENANCE AND REPLACEMENT
  - 1. Members shall maintain the uniform according to the care instruction label sewn inside each. The careful cleaning of the fabric is necessary to increase the longevity of the member's uniform.
  - 2. Member's uniform replacement requests shall be made to the appropriate supervisor as prescribed in the responsibility section of this chapter. Replacement uniforms shall be ordered when necessary. However, justification may be required.
  - 3. Member's uniform requests shall be processed on an individual basis and placed on order forms provided by the manufacturer and approved by the Division.
  - 4. Members shall immediately report the loss or theft of any item referred to in this policy to his/her immediate supervisor.
  - 5. All uniforms, uniform insignia and uniform accessories in this policy shall be transferred with the member upon relocation in the State.

- 6. All uniforms, uniform insignia and uniform accessories are the property of the Florida Highway Patrol, except for the member's personally owned footwear and undershirts, to include the mock turtleneck.
- 7. Members' uniform inventory shall be kept as prescribed in the responsibilities section of this policy on Individual Clothing and Equipment Record form (HSMV 61007). It shall be the responsibility of each individual member to maintain a standard issue through replacement and ordering practices.
- 8. Disbursement of uniforms, uniform insignia and uniform accessories shall be the responsibility of the member's immediate supervisor. Credit and Debit slips shall be completed and returned to the Troop Office Operations Consultant.

## M. PERSONAL APPEARANCE

To enhance professional image and public recognition, members shall maintain a neat and clean personal appearance while on duty. It shall be unacceptable for members to practice poor personal hygiene or poor grooming habits while on duty or while representing the Florida Highway Patrol.

- 1. Members, when not in uniform and in an official capacity, shall wear civilian attire as defined in this policy. Members may only wear civilian attire with prior approval of the Troop Commander, or designee.
- 2. Body piercing which is visible at any time while on duty and/or in uniform is prohibited.
- 3. Necklaces may be worn but shall not be visible in uniform.
- 4. A bracelet may be worn only if it contains medical information concerning the member.
- 5. No more than one ring shall be worn on each hand except female members may wear a combination engagement and wedding band. Rings shall not have sharp edges that would create a hazard to the member when wearing gloves.
- 6. The wearing of eyeglass retainers in uniform is prohibited.
- 7. Members may only wear sunglasses with gold, silver, black or brown colored frames. The sunglasses shall be of a professional type. No faddish, multi-colored, or mirrored sunglasses shall be worn.
  - a. Members are prohibited from wearing sunglasses indoors upon a member's face or upon the top of a member's head while attending any District, Troop, official meetings or when representing the agency at an official function.
  - b. Prescription transition eyeglasses are acceptable to wear while attending District, Troop, official meetings or functions provided the lenses change to clear while indoors.

- 8. The bulk of the hair shall not be excessive to the extent that it hinders the wearing of any Florida Highway Patrol headgear.
- 9. Hairstyles that may be considered "fads," "special hairstyles" or "designs" are prohibited. Hairstyles must not hinder the correct wearing of the hat.
- 10. Under no circumstances shall any tattoo be visible while the member is in any uniform of the Florida Highway Patrol. Members are permitted to have tattoos provided they conform to the following guidelines:
  - a. A member with a tattoo anywhere on the arm or wrist area that is visible while wearing any short-sleeve uniform shall be required to wear one of the following anytime a uniform is required:
    - (1) the Class A uniform; or
    - (2) the Class C uniform with long sleeves, when authorized by virtue of their assigned position; or
    - (3) a tattoo cover-up sleeve, without any visible design or logo, that most closely matches the skin tone of the member and completely covers the tattoo(s). The sleeve(s) shall be provided by the member.
  - b. A member with a tattoo on the neck, face, head, hands, fingers or chest area shall utilize cosmetic cover-up makeup to conceal the tattoo(s) while the member is in any authorized uniform or attire.
    - (1) The cosmetic cover-up makeup shall blend in with the natural color of the skin and shall be purchased at the member's expense.
    - (2) This section does not apply to members who have permanent eyeliner, eyebrows or lipstick as long as the permanent color is conservative and compliments the complexion and uniform.
    - (3) Effective beginning March 1, 2015, any member who obtains any tattoo(s) on the neck, face, head, hands, fingers or chest area that is visible while the member is in any uniform of the Florida Highway Patrol shall be deemed as in violation of this policy and subject to discipline, up to and including dismissal.
  - c. Any tattoo that contains offensive or extremist, sexist, racist, or gang-related material is prohibited.
  - d. During the applicant background process, Florida Highway Patrol Trooper applicants shall be required to sign a Tattoo and Body Modification Policy Agreement (HSMV 60504) which acknowledges their understanding of the policy.

- (1) Trooper applicants with any tattoo that contains offensive or extremist, sexist, racist, or gang-related material shall be disqualified.
- (2) Trooper applicants with any tattoo on the neck, face, head, hands, or fingers shall be disqualified.
- (3) While at the FHP Training Academy, the recruits with tattoos that are visible in the Recruit Class B uniform shall be required to wear the Recruit Class A uniform.
- (4) Upon graduation, those same recruits will be issued Class B uniforms however, shall adhere to this policy regarding concealment of their tattoos.
- 11. Abnormal body modifications to any area of the body visible in any authorized uniform or attire are prohibited. Abnormal body modifications include, but are not limited to:
  - a. Tongue splitting or bifurcation.
  - b. The complete or trans-dermal implantation of any object(s) other than hair replacement.
  - c. Abnormal shaping of the ears, eyes, or nose.
  - d. Abnormal filing of the teeth.
  - e. Branding or scarification.

Nothing in this policy is to be construed as prohibiting body modifications necessitated by any medically necessary or approved procedure.

- 12. Male members:
  - a. Hairstyles may be either tapered or block cut, but must be worn in a neat, conservative and professional appearance at all times. The hair length for the sides shall be such that it may cover a small portion of the top of the ears. The hair shall not fall over the ears when it is combed. The hair length for the back shall be such that it may touch the top edge of the collar when combed to its fullest length. The hair length for the front shall be such that it may touch the eyebrows, but shall not be visible while the hat is worn. (Ponytails, buns, dreadlocks, plats or braids are prohibited.)
  - b. Sideburns shall not extend below the lowest part of the exterior ear opening, shall be of even width (not flared) and end with a horizontal line.
  - c. Face shall be cleanly shaven, except that a member may wear a neatly trimmed mustache. The mustache may extend one-quarter inch horizontally beyond the corners of the mouth. The mustache shall not extend over the lips or below the corners of the mouth.

- d. Male members are prohibited from wearing earrings while on duty.
- e. Male members who wish to color or dye their hair shall conform to the female requirements relating to coloring.
- 13. Female members:
  - a. Hairstyles must be worn in a neat, conservative and professional manner at all times. If color is added, natural hair colors shall be used. No more than two colors are permitted and shall be blended so as to give way to a naturally occurring appearance. Wigs and hairpieces that conform to policy are permissible.
    - (1) Hair may be worn over the ears however it shall not extend below the bottom of the ears.
    - (2) Hair shall be pulled back away from the face and collar brass.
    - (3) Hair shall not extend more than three inches below the collar and shall not interfere with the proper wearing of the hat.
    - (4) Ponytails are permitted. Ponytails longer than three inches below the bottom of the collar shall be pulled up in a bun or secured in such a fashion as not to exceed the three-inch maximum. Only one ponytail is permitted.
    - (5) Hair may be worn with "bangs", but they shall not be visible while the hat is worn.
    - (6) Hair may be "braided or plaited" if the style presents a neat, conservative and professional appearance. Dreadlocks and "twists" are prohibited.
    - (7) Hair clasps, barrettes or fasteners must correspond with hair color or may be gold or silver in color to correspond with rank. Scrunchies and butterfly clips are permitted provided they are solid brown, black or tan in color and do not interfere with the proper wearing of the hat. Hairnets, ribbons, beads and so forth are prohibited from being worn.
    - (8) Spray on substances, colors or glitter are prohibited.
  - b. If worn, cosmetics shall be conservative and professional in appearance, understated rather than overwhelming in application and shall blend in with the natural color of the skin. Lipstick should be conservative in color and compliment the wearer's skin tone.
  - c. Fingernails shall be clean, trimmed, and may not extend more than 1/4 inch beyond the tips of the fingers. Fingernail polish, if

worn, shall be clear, light pastels, or beiges that are conservative. French and American manicures with white tips only are permitted. Ornaments or "stick-ons" are prohibited. Only one color of polish may be worn.

- d. Earrings, if worn, shall be:
  - (1) Small, professional and conservative in design.
  - (2) A post or stud type.
  - (3) Six millimeter (6mm) or ¼" in diameter or smaller.
  - (4) Gold, silver, diamond, white pearl or beige in color.
  - (5) Two earrings per ear are permissible provided they are located on the lower ear lobe only.
- e. False eyelashes are prohibited.
- N. Each member of the Florida Highway Patrol, upon completion of the Florida Highway Patrol Academy, shall receive an initial standard issue of uniforms, uniform insignia and uniform accessories and shall maintain this issue through replacement directives provided in this policy throughout the member's career. These items shall be documented on the Individual Clothing and Equipment Record form.

## O. RETIREMENT RECOGNITION

- 1. Members who retire from the Florida Highway Patrol with 25 years of distinguished service with the Florida Highway Patrol, may be recognized by the awarding of the retirement award if such award is approved by the Director. In making a decision, the Director should consider the following guidelines:
  - a. Members who retire in good standing as a sworn member of the Florida Highway Patrol may be presented with a retirement award.
  - b. Members who retire in good standing as a sworn member of the Florida Highway Patrol may petition the Director to receive a retirement award. The petition must contain specific justifications for receiving the award. The decision of the Director shall be final.
  - c. Situations that would prevent a member from being considered in good standing at the time of retirement include, but are not limited to:
    - (1) Members who have been convicted of any criminal offense or, at the time of retirement are charged with a criminal offense, whether the charge(s) arose from an incident that occurred while the member was employed by FHP or after separation, but prior to issuance of uniform and handgun.

- (2) Members who retired as a result of or while under investigation.
- (3) Members who retired to avoid submitting to an administrative interview.
- (4) Members who relinquish their law enforcement certification or have their law enforcement certification revoked or canceled prior to the issuance of the uniform and handgun.
- d. Members who retired from FHP as a result of a medical disability may petition to receive a retirement award and the nature of the disability shall be considered in the decision to award a retirement gift.
- e. For the purpose of retirement recognition award, members transferred to the Florida Highway Patrol pursuant to the merger from another state agency shall have their sworn law enforcement time with the previous agency credited toward the total years of service.
- f. In all cases, the decision of the Director shall be final.
- 2. The retirement award shall consist of:
  - a. One complete uniform including badge worn by the member.
  - b. The member's service handgun.
  - c. An identification card clearly marked "RETIRED." Members receiving a retirement award may elect to have their retirement identification card reflect a one military grade promotion from the rank they held at the time of their retirement.
  - d. Members who, at the time of their retirement, are issued a covert handgun may elect to retain either the service handgun or covert handgun, but not both.
- 3. Members who are not eligible to receive the retirement gift as outlined above and non-sworn employees who retire from the Florida Highway Patrol may be presented an identification card clearly marked "RETIRED." Such identification card shall reflect the rank or position title held by the employee at the time of their retirement.
- P. Upon the death of a member, the surviving spouse may be given a complete Class A uniform, with the member's issued badge, for burial of the deceased member or for a memento. Subject to the provisions of Sections 112.193, Florida Statutes, the service handgun may be given to the surviving spouse provided the member had reached eligibility for retirement, but died or was killed before actually retiring.

Q. When a member is killed in the line of duty, an identification card and badge reflecting one military grade promotion shall be issued and presented to the deceased member's spouse and/or children.