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**101.8 SUBJECT: CITY ISSUED UNIFORMS AND APPAREL**

**:1 OBJECTIVE:**

To establish policy concerning design, distribution and use of City issued uniforms.

**:2 AUTHORITY:**

This item adopted by City Council July 10, 2017, Item A3.

**:3 DIRECTION:**

The Chief of Staff, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

**:4 POLICY:**

The purpose of this policy is to promote uniform and readily identifiable insignia on uniforms and apparel worn by City employees conducting City business. Except as provided below, City funds may not be used to purchase uniforms or other apparel for use by City employees.

**:5 METHOD OF OPERATION:**

- A. The logo or insignia exhibited on any uniform or item of apparel purchased using City funds for distribution to City officials or employees must be approved by the Office of Communications and Neighborhood Relations prior to purchase and should identify the Department and/or Division as appropriate. This restriction does not apply to uniforms worn by sworn Orlando Police Officers and sworn Orlando Firefighters, which are covered by Departmental policies; however all other provisions of this policy apply.
- B. Uniforms and apparel bearing the City seal or approved logo or insignia may only be purchased from the vendor or vendors selected by the Procurement and Contracts Division.
- C. Uniforms and apparel bearing the City logo or insignia and provided to City officials or employees may only be worn for required City business purpose and as further governed by any departmental or office policy; they may never be worn for personal purposes.
- D. Uniforms and apparel bearing the City logo or insignia provided to City officials or employees must be returned to the City upon termination of employment or transfer from the issuing department or office.
- E. Items of apparel distributed to City officials or employees that do not have approved City insignia in accordance with this policy, with the exception of required safety equipment, will be treated as ordinary income in accordance with applicable IRS regulations.

**:6 FORMS:**

None.

:7 COMMITTEE RESPONSIBILITIES:

None.

:8 REFERENCE:

Policy adopted by City Council July 10, 2017, Item A-3.

:9 EFFECTIVE DATE:

This procedure effective October 1, 2017.