



# Southwest Florida Public Service Academy

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Todd Everly, Director

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ATTN: Sheriff's, Police Chiefs, & Fire Chiefs of Southwest Florida

RE: Business Casual Attire

Dear Fellow Executives:

Southwest Florida Public Service Academy offers Advanced & Specialized courses for certified criminal justice officers and firefighters. Our mission is simple - to obtain the best experts and provide meaningful, relevant, cost conscious, and quality driven courses that exceed the expectations of our students, training officers, and Advisory Boards. Professionalism is paramount for our staff, instructors, and students.

We have, over the past several months, noticed officers attending our Advanced & Specialized courses with inappropriate dress attire. The attire we have seen would not be within most of your own agencies policies. Professionalism in dress attire is paramount when officers drive assigned vehicles, report to training, and are on call.

Our basic recruit students adhere to strict uniform guidelines. I, in light of the circumstances set forth above, deem it necessary to formulate a similar "Business Casual Dress Attire" for officers attending any course at our academy. I am mindful that, for some of our rank and file, this may not be a popular decision; however, we must provide structure for the students we train and the public we serve.

The following is an example of what would be acceptable for attending classes:

**Business Casual**

Collared shirt, polo shirt or sweater with dress pants, Khaki's or 5-11 style pants and dress shoes or sneakers. We will also allow well-tailored jeans.

Our goal is to always be professional and mindful of how we appear to the recruits and citizens that we serve. It is our desire to avoid attire that is stained, overly revealing, or offensive in nature. Our veteran officers interact with our recruits on a daily basis and modeling professional dress attire assists in building a strong intradepartmental framework. For the non-classroom training courses, the instructor will let the students know what the appropriate attire is for the training.

If you have any concerns or questions regarding this request, please feel free to contact me at your convenience.

Many thanks for your continued support.

Sincerely,

*Todd G. Everly*

Todd G. Everly, M.P.A.  
Academy Director