

STANDARDS OF PERSONAL DEPARTMENT FOR A CONSERVATION OFFICER

After reading the procedure, ***PERSONAL DEPARTMENT FOR CONSERVATION OFFICERS***, chapter 2, section 3, subsection 01 (see below), you must sign, date and return this Agreement at the time of your interview.

I hereby certify that I have read and understand the standards of personal department for the Conservation Officer Service as outlined in the procedure, *Personal Department for Conservation Officers*. I agree that I will adhere to these standards and I understand that they are a condition of employment as a Conservation Officer.

Name (please print)

Signature

Date Signed



**MINISTRY OF ENVIRONMENT
CONSERVATION OFFICER SERVICE**

CHAPTER 2: PERSONNEL
SECTION 3: DRESS / DEPARTMENT
SUBSECTION 01: PERSONAL DEPARTMENT FOR
CONSERVATION OFFICERS

- NAME OF PROCEDURE:**
- **PERSONAL DEPARTMENT FOR CONSERVATION OFFICERS**
- STAFF AFFECTED:**
- All members of the Conservation Officer Service, Ministry of Environment
- AUTHORITY:**
- *Environmental Management Act*
- PURPOSE:**
- To provide guidelines to Conservation Officers for standards of personal appearance and deportment when in uniform.
- RELATIONSHIP TO PREVIOUS PROCEDURE:**
- Replaces previous version prior to May 17, 2002
- ISSUANCE:**
- Chief Conservation Officer

APPROVAL:

Original Signed By _____
Chief Conservation Officer

Date: October 20, 2003



MINISTRY OF ENVIRONMENT CONSERVATION OFFICER SERVICE

CHAPTER 2: PERSONNEL
SECTION 3: DRESS / DEPARTMENT
SUBSECTION 01: PERSONAL DEPARTMENT FOR
CONSERVATION OFFICERS

1.0 DEFINITIONS:

Refer to Introduction - Definitions

Department - manner of conduct

2.0 GENERAL:

All conservation officers must maintain the uniform components and insignia identified in the procedure, *Issuance and Wear of Standard Uniform Components, Equipment and Duty Belt Items*, chapter 3, section 3, subsection 01, in such condition as to reflect consistent daily care (e.g. all badges worn in the appropriate place, all buttons in place and buttoned, boots or shoes polished, pants and shirts properly ironed and creases evident, and insignia maintained in new condition).

3.0 PROCEDURE:

A. PERSONAL APPEARANCE AND DEPARTMENT

1. A uniformed conservation officer's hair shall be clean and neatly groomed at all times:
 - a. the hair of male officers shall not extend below the collar when the member is standing and shall not extend over any portion of the ear;
 - b. sideburns shall be square cut and shall not extend below the bottom of the ear lobes; and
 - c. the hair of female officers, either pulled back and secured or in a natural state, shall not extend below the collar when standing.
2. A moustache may be worn, in an "un-waxed" state only, provided that it does not extend below the corners of the mouth.



MINISTRY OF ENVIRONMENT CONSERVATION OFFICER SERVICE

CHAPTER 2: PERSONNEL
SECTION 3: DRESS / DEPARTMENT
SUBSECTION 01: PERSONAL DEPARTMENT FOR
CONSERVATION OFFICERS

3. Full beards or Van Gogh style beards are permissible providing:
 - a. the neck is shaven;
 - b. the moustache joins the chin hair with no space between;
 - c. the beard is neat, trimmed and not in excess, at any time, of 2.5 cm in length; and
 - d. the beard is grown to full maturity by the conservation officer during a period of leave.

4. Only the following jewellery may be worn when in uniform:
 - a. wristwatch;
 - b. medic alert bracelet;
 - c. plain ring;
 - d. engagement or wedding ring;
 - e. any other jewellery (e.g. necklace, watch chain) when worn, must not be visible.

5. Special non-uniformed assignments may, when authorized by a COS Manager, dictate variance from these provisions.

6. Uniformed conservation officers are not to smoke when dealing directly with the public.

7. Uniformed conservation officers are not to partake of alcoholic beverages.

B. DISCIPLINE

A conservation officer is subject to disciplinary action for contravention of this procedure in accordance with progressive disciplinary practices.