



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 60.06

TITLE: Personal Appearance and Grooming

SERIES NUMBER: 60

SERIES TITLE / SUBJECT: Auxiliary and Technical

TOPICS/ REFERENCE: body piercing, contact lenses, eyeglasses, facial hair, fingernails, grooming, hair, jewelry, makeup, , personal appearance, tattoos, watches

APPENDICIES: A, B

ORIGINAL / EFFECTIVE ISSUE DATE: May 25, 2007

DATE OF LAST REVISION: January 31, 2014

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 26.1.1, 53.1.1

Policy:

It is the policy of the Rockford Police Department that all employees, sworn or civilian, present a professional appearance while performing their official duties.

Purpose:

The purpose of this General Order is to establish personal appearance standards for all members of the Department to follow while performing their official duties.

Appropriate grooming fosters the image of a competent, professional member of the law enforcement community. Your ability to take command of a situation and influence others to accept your direction is made easier by presenting the right image.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. GENERAL POLICY ON PERSONAL APPEARANCE AND GROOMING
- III. HAIR AND HAIRSTYLING
- IV. FACIAL HAIR
- V. FINGERNAILS AND COSMETICS
- VI. TATTOOS
- VII. JEWELRY, WATCHES, EYEGASSES AND CONTACT LENSES
- VIII. EFFECTIVE DATE
- IX. REVIEWS, REVISIONS AND CANCELLATIONS

- I. Definitions:
 - A. SWORN PERSONNEL – An employee of the Department who has power of arrest and has taken a sworn oath of office.
 - B. NON-SWORN PERSONNEL – An employee of the Department who does not have power of arrest and has not taken a sworn oath of office.
 - C. SUPERVISOR – An employee of the Department who is responsible for the performance and conduct of other employees.

- II. General Policy on Personal Appearance and Grooming:
 - A. All personnel are expected to groom themselves in such a way as to present a professional image while performing their official duties.
 - B. All supervisors are responsible for ensuring their on duty employees are in compliance with the standards in this Order. Violations should be addressed and corrected immediately whenever possible. An employee may be required to use a portion of their personal time / TC to correct a violation. Extreme and/or and repeated violations may be subject to Department discipline
 - C. It will be each employee's responsibility to maintain good personal hygiene.
 - D. Officers assigned to certain duty assignments (e.g. Gang Unit, Rockford Narcotics Unit, M3 Streets Team and some undercover details) may deviate from the appearance and grooming standards listed in this Order at the direction of the Chief of Police, his/her designee, or the Commander of the officer's respective Bureau.

- III. Hair and Hairstyling:
 - A. On duty sworn personnel
 1. All on duty sworn personnel will maintain a hairstyle appropriate in appearance and suitable for the duties of a police officer. Hair must be clean and neat. The bulk or length of hair may not interfere with the proper wearing of any authorized headgear. Hair in front will be groomed in such a manner so it does not fall below the band of properly worn authorized headgear. If hair coloring is used it must look natural. Personnel who wear hairpieces or wigs on duty will conform to the same standards stipulated for natural hair.
 2. Male Officers
 - a. Hair length will not exceed three inches and will not cover the ears.
 - b. The hair may not cover the rear shirt collar.
 - c. Sideburns will be neatly trimmed and will not extend below the bottom of the ear opening. They will not be flared, will be even in width and end with a clean horizontal line.
 3. Female Officers
 - a. a. Hair length may not extend below the bottom of the shirt collar unless it is secured in a ponytail, braid, or bun.
 - b. b. The front and sides must be styled in a manner that prevents any hair from blowing or falling into the line of vision.
 - c. No bows, ribbons or ornaments will be worn in the hair except for neat and inconspicuous black or brown bobby pins or one small black or brown barrette.

- B. Non-sworn personnel
 - 1. All non-sworn personnel will maintain a neat and clean business hairstyle while working. Hairstyles and colors will be in keeping with the professional image of law enforcement.

IV. Facial Hair

- A. On duty sworn personnel
 - 1. The face will be clean shaven, except for mustaches, goatees, and short beards, which are permitted.
 - a. Moustaches:
 - 1) Moustaches must be neatly trimmed so as not to extend over the top lip or extend past the corner of the mouth either vertically or horizontally. Moustaches shall not be shorter than a quarter of an inch from the edge of the mouth and must be tapered.
 - b. Goatees:
 - 1) A goatee is defined as hair on the chin which is joined with a mustache.
 - 2) Goatees will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not exceed $\frac{1}{2}$ in length. The width will not extend beyond one inch from the corner of the mouth. Designs or shapes will not be allowed.
 - 3) If at any time the employee's supervisor determines the goatee is not within policy standards, the employee will be required to make changes or return to a clean shaven face.
 - 4) All employees who choose to have a goatee will keep a razor at work and available for use should they need or be ordered to remove it.
 - c. Beards:
 - 1) A beard is defined as a growth of hair on the chin and lower cheeks of the face joined with a moustache.
 - 2) A beard will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not exceed $\frac{1}{2}$ in length. The width will not extend beyond one inch from the jawline. The neck will be clean shaven. Designs or shapes will not be allowed.
 - 3) If at any time the employee's supervisor determines the beard is not within policy standards, the employee will be required to make changes or return to a clean shaven face.
 - 4) All employees who choose to have a beard will keep a razor at work and available for use should they need or be ordered to remove it.
- B. Non-sworn personnel
 - 1. The face will be clean shaven, except for moustaches, goatees, and short beards, which are permitted.
 - a. Moustaches:

- 1) Moustaches must be neatly trimmed so as not to extend over the top lip or extend past the corner of the mouth either vertically or horizontally.
 - b. Goatees:
 - 1) A goatee is defined as hair on the chin which is joined with a moustache.
 - 2) All goatees will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not exceed $\frac{1}{2}$ in length. The width will not extend beyond one inch from the corner of the mouth. Designs or shapes will not be allowed.
 - 3) If at any time the employee's supervisor determines the goatee is not within policy standards, the employee will be required to make changes or return to a clean shaven face.
 - 4) All employees who choose to have a goatee will keep a razor at work and available for use should they need or be ordered to remove it.
 - c. Beard:
 - 1) A beard is defined as a growth of hair on the chin and lower cheeks of the face joined with a moustache.
 - 2) A beard will be maintained in a neat, clean manner which presents a groomed appearance. The hair will not exceed $\frac{1}{2}$ in length. The width will not extend beyond one inch from the jawline. The neck will be clean shaven. Designs or shapes will not be allowed.
 - 3) If at any time the employee's supervisor determines the beard is not within policy standards, the employee will be required to make changes or return to a clean shaven face.
 - 4) All employees who choose to have a beard will keep a razor at work and available for use should they need or be ordered to remove it.
- V. Fingernails and Cosmetics
- A. Fingernails will be kept clean, neatly trimmed and will not extend more than one-eighth inch ($\frac{1}{8}$ ") from the tip of the finger.
 1. On duty sworn personnel may not wear artificial nails.
 2. Female officers may wear fingernail polish while on duty. All nails must be of the same conservative, solid shade without decals or ornamentation and not detract from a uniform appearance.
 3. The wearing of bright colored, florescent or multicolored nail polish is prohibited.
 - B. Female employees may wear face and eye makeup when applied conservatively and in harmony with hair color and the color of their uniform or plain-clothes. Long, false eyelashes shall not be worn while on duty.
 - C. Male employees may only wear cosmetics to address a physical condition requiring them.
 - D. Non-sworn personnel

1. Non-sworn personnel must keep their fingernails clean and neatly trimmed.
2. Non-sworn female personnel may wear artificial nails and nail polish as long as the nail length and color is conservative and maintains a professional and business like appearance.
3. Non-sworn female personnel may wear face and eye makeup as long as it is conservative and maintains a professional and business like appearance.
4. Male employees may only wear cosmetics to address a physical condition requiring them.

VI. Tattoos:

- A. The Department takes a conservative approach to all aspects of personal appearance, including tattoos.
- B. It is not the intent of the Department to deny any employee the ability to personally express him or herself. The Department does however require all employees to maintain a professional and conservative appearance. Therefore, the Department prohibits, excessive and overly conspicuous tattooing, such as "full sleeve" tattoos and tattoos located on the face, head, neck and hands.
- C. Policies and prohibitions regarding tattoos apply to all forms of body art including but not limited to, branding, scarification and skin implants.
- D. Sworn personnel
 1. Sworn personnel who have tattoos, prior to employment with the Department or prior to the issue date of this Order, may display them provided the tattoo(s) is/are not obscene, offensive, sexually suggestive, profane or discriminatory towards a person on the basis of race, color, national origin or ancestry, religion or creed, age, sex, or disability.
 2. After taking the oath of office, a sworn member of the Department is prohibited from obtaining any tattoos on their face, head, neck or hands and, in addition, is prohibited from obtaining any new tattoo(s) that is/are visible while wearing any Department uniform.
- E. Non-sworn personnel
 1. Unless acquired prior to becoming an employee of the Rockford Police Department, personnel are prohibited from obtaining tattoos on their face, head, neck or hands.
 2. Personnel may have tattoos that are visible while working unless the tattoo(s) is/are obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of their race, color, national origin or ancestry, religion or creed, age, sex, or disability.

VII. Jewelry, Watches, Eyeglasses and Contact Lenses:

- A. On duty sworn personnel
 1. On duty sworn personnel are prohibited from wearing any jewelry other than rings, earrings, religious medallions on a thin chain, watches and medical bracelets.
 2. All jewelry must conform to the following standards:
 - a. Only one ring or wedding ring set per hand is permitted.
 - b. Female Officers may wear earrings while on duty.

- c. Male Officers may not wear earrings while on duty.
 - d. Only one earring per ear is permitted.
 - e. The only style of earring permitted is a post no larger than ¼" in diameter. Dangling earrings are not permitted.
 - f. Earrings must be a matching set.
 - g. Earrings must be worn on the lobe of the ear. They may not be worn on any other location of the ear.
 - h. While on duty, no body piercing jewelry, other than earrings, is allowed if it is visible while in uniform.
 - i. Religious medallions worn on a thin chain around the neck are allowed if not visible while in uniform or plain clothes. Chains must be thin enough to break away easily.
 - j. Watches must be conservatively colored and styled.
 - k. Medical bracelets must be snug fitting and can not interfere with any assigned duties.
3. Eyeglasses worn by on duty sworn personnel must be conservative and business-like in nature and conform to the following standards
 - a. Frames may be gold, silver, bronze, black, gray or brown wire, conservative looking dark plastic, or dark brown tortoise shell only.
 - b. Lenses will be clear, brown, gray, green, or navy blue only. Prescription lens colors other than above will be approved only for valid medical reasons.
 - c. Only dark blue or black retaining devices designed to retain eyeglasses in the proper position on a person's face may be worn on duty.
 - d. Sunglasses must be conservative in style. Frames must be entirely one color and dark in style. No mirrored or reflective lenses, designed to hide the eyes, will be worn by sworn personnel on duty.
 4. Contact lenses worn by on duty sworn personnel must not be tinted or designed to change the shape or general appearance of the eye (e.g. cat eyes, American flags).
- B. Non-sworn personnel
1. Non-sworn personnel may wear jewelry if it is conservative and business-like in appearance. No body piercing jewelry, other than earrings, is allowed if viewable by the public.
 2. Eyeglasses worn by non-sworn personnel must be conservative and business-like in appearance and have only clear or lightly tinted lenses. Dark tinted lenses will be approved for valid medical reasons only
 3. Contact lenses worn by non-sworn personnel must not be tinted or designed to change the shape or general appearance of the eye (e.g. cat eyes, American flags).
- C. On duty loss of or damage to wedding rings, engagement rings, watches eyeglasses and contact lenses
- 1 The City of Rockford will reimburse officers up to a maximum of three hundred dollars (\$300.00) for loss of or damage to; wedding rings, engagement rings, watches, eyeglasses and contact lenses if the loss or

damage occurred during the normal course of authorized duties or during a training exercise.

2. The City of Rockford will not reimburse officers for items lost or destroyed through their negligence (e.g. items left unsecured in the locker room or a Department vehicle).
3. All other allowable jewelry is worn at the sole risk of the officer. If desired, Officers may seek restitution through the State's Attorneys Office for these items if they are damaged or lost due to the actions of a criminal suspect.
4. The City of Rockford will evaluate each claim on a case-by-case basis and reserves the right to deny a claim where officer negligence caused the loss or damage. The officer may file an appeal with the City of Rockford if not satisfied with a denial or reduced dollar amount.
5. The circumstances behind all damaged or lost items must be documented on the original incident report (or supplement to the original incident report). A complete description of the damaged or lost item will be listed in the property section. If your property falls under items the City of Rockford will replace, a clothing requisition must be completed with the Officer listing the property in the box entitled "other" on the back of the form. A copy of the original receipt or an estimate of replacement (obtained from a merchant or catalog) must be attached to the clothing requisition. Forward these items to the Fiscal Services Officer in the Administrative Services Bureau.

VIII. Effective Date:

- A. The effective date of this Order is May 25, 2007

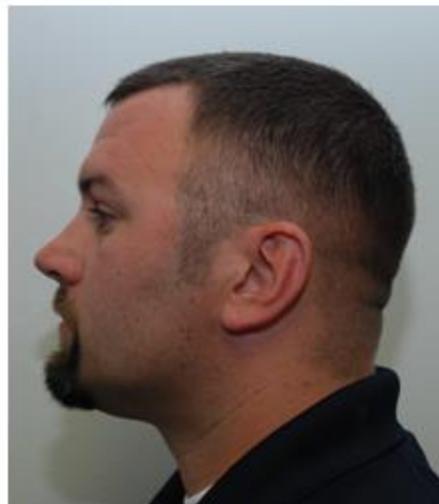
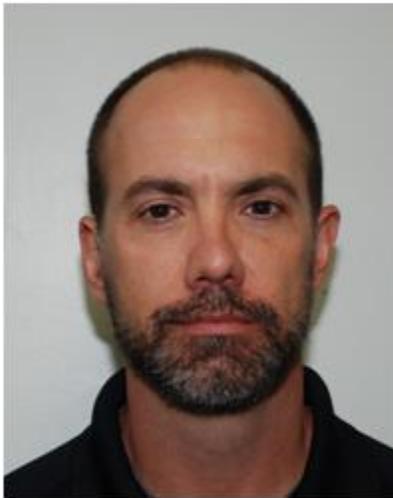
IX. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Accreditation Section and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. This Order incorporates policies and procedures established in General Order *60.06 – Personal Appearance and Grooming* issued May 25, 2007 and supercedes the applicable policies and procedures of that Order.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF
Chet Epperson
Chief of Police

APPENDIX A

ACCEPTABLE FACIAL HAIR



APPENDIX B

NON-ACCEPTABLE FACIAL HAIR

