



# ROCKFORD POLICE DEPARTMENT

## GENERAL ORDER

**NUMBER:** 60.11

**TITLE:** Clothing Standards for Non-Sworn Personnel

**SERIES NUMBER:** 60

**SERIES TITLE / SUBJECT:** Auxiliary and Technical

**TOPICS/ REFERENCE:** Civilian employees, Clothing standards, Dress code, Non-sworn personnel

**APPENDICIES:** None

**ORIGINAL / EFFECTIVE ISSUE DATE:** May 25, 2007

**DATE OF LAST REVISION:** May 01, 2013

**THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED**

**CALEA STANDARDS:** 26.1.1 - 26.1.5

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### 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 specific dress code standards and guidelines for non-sworn personnel of the Department.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. GENERAL POLICY ON CLOTHING
- III. CLOTHING STANDARDS AND GUIDELINES
- IV. PROHIBITED CLOTHING ITEMS
- V. EFFECTIVE DATE
- VI. 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 Clothing:
- A. All personnel are expected to dress in such a way as to present a professional image while performing their official duties.
  - B. Supervisors are responsible for ensuring their 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 repeated violations may be subject to Department discipline.
  - C. Clothing shall have a conservative, business like appearance and be worn in a manner consistent with its intended usage.
  - D. Clothing shall be properly fitted. Baggy or excessively tight or revealing clothing is prohibited.
  - E. Clothing shall be clean, pressed, and shall not have visible rips, tears, or be noticeably worn.
  - F. Footwear shall be clean, serviceable, and polished when appropriate
  - G. Refer to General Order 60.06 – *Personal Appearance and Grooming*, for information on Department policies regarding jewelry, watches, eyeglasses and sunglasses.
  - H. Supervisors are authorized to allow personnel to deviate from the standards listed in this Order when assigned to a special assignment or detail (e.g., moving office furniture, equipment, supplies, etc.)
- III. Clothing Standards and Guidelines:
- A. The following is a suggested list of acceptable clothing items for all non-sworn personnel. It is understood that any list of this nature cannot be comprehensive. Supervisors shall have the final determination on any item of clothing that is in compliance or not in compliance with this Order.
    - 1. Female personnel:
      - a. Business suits
      - b. Professional dresses
      - c. Professional skirts
      - d. Business and casual blouses
      - e. Casual shirts with collars (polo or rugby style shirts)
      - f. Tailored slacks
      - g. Capri or crop pants
      - h. Dress belts – must be worn when slacks have belt loops
      - i. Conservatively colored hosiery / nylons (required when wearing skirt)
      - j. Dress shoes
      - k. Dress socks
      - l. Casual styled shoes and sandals
    - 2. Male personnel:
      - a. Business suits
      - b. Sport coats
      - c. Dress shirts with collar

- d. Neckties (conservatively styled tie bars, clips, tacks and tie chains are allowed)
  - e. Casual shirts with collars (polo or rugby style shirts)
  - f. Dress slacks
  - g. Casual dress slacks (khakis)
  - h. Dress belts – must be worn when slacks have belt loops
  - i. Suspenders
  - j. Dress socks
  - k. Dress shoes
  - l. Casual styled leather shoes
3. All non-sworn Personnel working in the Evidence and Property Unit:
- a. Casual shirts with collars (polo or rugby style shirts)
  - b. Plain sweatshirts
  - c. Denim jeans
  - d. Athletic socks
  - e. Athletic shoes
  - f. Hiking shoes and boots
  - g. Work boots

IV. Prohibited Clothing Items:

- A. The following list of clothing items are prohibited:
- 1. casual t-shirts and muscle shirts (unless worn under another garment)
  - 2. tank tops (unless worn under a garment with sleeves)
  - 3. sleeveless blouses (unless worn under a garment with sleeves)
  - 4. tube tops
  - 5. halter tops
  - 6. midriff tops
  - 7. any backless shirt or top
  - 8. strapless or spaghetti strap shirts
  - 9. workout, running or sweat pants or 'suits' of such items
  - 10. shorts of any kind
  - 11. overalls / coveralls
  - 12. evening wear
  - 13. leather pants or skirts
  - 14. any style of military fatigues
  - 15. sundresses
  - 16. miniskirts (skirts should be no shorter than one inch above the knee)
  - 17. stretch pants / leggings
  - 18. items made of spandex
  - 19. flip-flop sandals
  - 20. any see-through clothing
  - 21. any item of clothing with a logo advertising any alcohol or tobacco product
  - 22. any item of clothing with graphics or lettering that is obscene, offensive, sexual in nature, profane, or discriminatory towards persons on the basis of their race, national origin, ancestry, religion, creed, age, sex or disability.

- V. Effective Date:
  - A. The Department's policy on Clothing Standards for Non-Sworn Personnel became effective on May 25, 2007.
  
- VI. 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. 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

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Chet Epperson  
Chief of Police