

 <b>ROCKFORD POLICE DEPARTMENT</b> <b>GENERAL ORDER</b> <b>- NUMBER 60.11 -</b>		DISTRIBUTION <b>NON-SWORN          PERSONNEL</b>	<b>PAGE 1 OF 4</b>
ORDER TITLE <b>CLOTHING STANDARDS FOR          NON-SWORN PERSONNEL</b>	SERIES NO. <b>60</b>	SERIES TITLE / SUBJECT <b>AUXILIARY AND TECHNICAL</b>	
TOPICS / REFERENCE Civilian employees, Clothing standards, Dress code, Non-sworn personnel		APPENDICES <b>NONE</b>	
EFFECTIVE / ORIGINAL ISSUE DATE <b>May 25, 2007</b>	REISSUE/ EFFECTIVE DATE <b>August 10, 2010</b>	EXPIRATION DATE <b>This order remains in effect          until revised or rescinded</b>	
<b>CALEA (5<sup>th</sup> Edition Standards)</b> 26.1.1 • 26.1.5			

## 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 each **August** 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 is a revision of and supercedes General Order **60.11 – Clothing Standards for Non-Sworn Personnel** issued May 25, 2007.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

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Chet Epperson  
Chief of Police