

 <b>ROCKFORD POLICE DEPARTMENT</b> <b>GENERAL ORDER</b> <b>- NUMBER 60.12 -</b>		DISTRIBUTION <b>SWORN PERSONNEL</b>	<b>PAGE 1 OF 9</b>
ORDER TITLE <b>CIVILIAN ATTIRE AND PERSONAL EQUIPMENT STANDARDS FOR PLAINCLOTHES OFFICERS</b>	SERIES NO. <b>60</b>	SERIES TITLE / SUBJECT <b>AUXILIARY AND TECHNICAL</b>	
TOPICS / REFERENCE <b>Classroom training, Clothing standards, Detectives, Dress code, Investigators, Light duty, M3 Streets Team, Plainclothes, Surveillance, Sworn personnel, Undercover assignments</b>		APPENDICES <b>NONE</b>	
EFFECTIVE / ORIGINAL ISSUE DATE <b>July 25, 2007</b>	REVISION / REISSUE DATE <b>December 17, 2010</b>	EXPIRATION DATE <b>This order remains in effect until revised or rescinded</b>	
<b>CALEA (5<sup>th</sup> Edition Standards)</b> 17.5.2 • 22.2.5 • 26.1.1 • 26.1.5 • 41.3.5 • 41.3.6 • 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 specific clothing and personal equipment standards and guidelines for officers performing their official duties while wearing civilian attire. Dressing appropriately fosters the image of a competent, professional member of the law enforcement community.

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 PLAINCLOTHES ATTIRE**
- III. PLAINCLOTHES STANDARDS AND GUIDELINES**
- IV. PERSONAL EQUIPMENT STANDARDS**
- 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. COMMANDER:** The Chief of Police, all Deputy Chiefs of Police, all Assistant Deputy Chiefs of Police, all Lieutenants and Sergeants officially performing the duties of a Lieutenant (Acting Shift Commander).

- D. SUPERVISOR:** An employee of the Department who is responsible for the performance and conduct of other employees.
- E. PLAINCLOTHES OFFICERS:** All personnel assigned to the Investigative Services Bureau.

## II. GENERAL POLICY ON PLAINCLOTHES ATTIRE

- A.** All personnel are expected to dress to present a professional image while performing their official duties.
- B.** All 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 and repeated violations may be subject to Department discipline.
- C.** Officers unsure of Department policy on a certain item of clothing or equipment should check the **Unauthorized Clothing Items** list (**Section III Part G** of this Order) or check with their supervisor.
- D.** The Department does not provide plainclothes attire for employees to wear on duty. Employees receive an annual clothing allowance determined per the collective bargaining agreement between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford.
- E.** Clothing shall have a conservative, business like appearance and be worn in a manner consistent with its intended usage.
- F.** Clothing shall be properly fitted. Baggy or excessively tight or revealing clothing is prohibited.
- G.** Clothing shall be clean, pressed, and shall not have visible rips, tears, or be noticeably worn.
- H.** Footwear shall be clean, serviceable, and polished when appropriate.
- I.** Officers wearing civilian attire must wear their Department photo identification card / badge while inside the Public Safety Building.
- J.** Officers working off-duty events or jobs while in plainclothes must abide by and follow the standards and guidelines listed in this Order.
- K.** Please refer to General Order **60.06 – Personal Appearance and Grooming**, for information on Department policies regarding jewelry, watches, eyeglasses and sunglasses.
- L.** Officers assigned to certain duty assignments (e.g. Gang Unit, Rockford Narcotics Unit, M3 Streets Team and some undercover details) as well as officers working a special event, may deviate from the standards listed in this Order at the direction of the Chief of Police, a designee, or the Deputy Chief of the officer's respective Bureau.
- M.** Supervisors are authorized to allow personnel to deviate from the standards listed in this Order. These situations include officers working their day off, officers called in after normal working hours, and other times as authorized.

- N. All plainclothes Officers must maintain a complete, serviceable uniform, including all mandatory equipment items, at the Public Safety Building as detailed in General Order **60.09 – Uniform and Personal Equipment Standards**.

### III. PLAINCLOTHES STANDARDS AND GUIDELINES

#### A. Investigative Services Bureau personnel

1. Officers assigned to the Burglary, Domestic Violence, General Case, Identification, Youth/Sex Crimes, and Violent Crimes Units are required to wear normal business attire while on duty.
  - a. Male business attire standards:
    1. Men's business suit or coordinated business coat with dress slacks
    2. Long or short sleeve dress shirt and tie
    3. A conservatively styled tie bar, clip, tack or tie chain if desired
    4. Dress socks
    5. Dress shoes
  - b. Female business attire standards:
    1. Women's business suit, business dress or coordinated business coat with dress slacks
    2. Dress blouse or shirt and tie if desired and appropriate with outfit
    3. A conservatively styled tie bar, clip, tack or tie chain if desired
    4. Dress socks or other appropriate hosiery
    5. Dress shoes
2. Officers assigned to the Gang Crimes Unit and the Rockford Narcotics Unit are authorized to wear normal business attire, or casual clothing items listed here, while on duty.
  - a. Authorized casual clothing items:
    1. Long and short sleeve button up shirts with collars
    2. Casual shirts with collars (polo or rugby style shirts)
    3. Sweatshirts
    4. T-shirts and tank tops when worn under a collared shirt
    5. Casual dress pants / khakis
    6. Denim jeans
    7. Cargo pants
    8. Athletic shoes

9. Hiking shoes and boots
10. Military / police tactical boots
11. Work boots

**B. M3 Streets Team personnel**

1. Depending on the work assignment or detail, officers assigned to the M3 Streets Team are authorized to wear either Department uniform or civilian attire. Please see General Order **60.09 – Uniform and Personal Equipment Standards** for Department policy regarding M3 Streets Team uniforms.
2. Officers assigned to the daytime hours M3 Streets Team generally perform their duties in a Department uniform while the M3 Streets Teams working night hours generally wear casual, civilian street attire. Decisions on the wearing of a uniform or civilian attire may be made on a day-to-day or assignment-to-assignment basis and at the direction of the Team's Commander and Supervisors
  - a. Authorized casual clothing items:
    1. Long and short sleeve button up shirts with collars
    2. Casual shirts with collars (polo or rugby style shirts)
    3. Sweatshirts
    4. T-shirts
    5. Casual dress pants / khakis
    6. Denim jeans
    7. Work pants
    8. Cargo pants
    9. Athletic shoes
    10. Hiking shoes and boots
    11. Military / police tactical boots
    12. Work boots

**C. Raid Jackets**

1. The Department provides "Raid Jackets" to all members of the M3 Streets Team, investigators, sergeants and command staff.
2. Plainclothes officers participating in raids, warrant services and other special details are authorized and required to wear a raid jacket.

**D. Courtroom Attire**

1. Officers attending court on behalf of the Department on or off duty, will wear their regularly assigned duty attire, the uniform or civilian clothes authorized for their duty assignment, appropriate civilian business attire, or other attire as authorized by a supervisor.

2. Officers attending court for personal matters not related to official Department business, will not wear a Department uniform or carry their service weapon into the courthouse.

**E. Training and Classroom Attire**

1. Officers are not required to wear uniforms while attending Department assigned training unless otherwise directed but are required to dress in a conservative and professional manner.
2. **Classroom Training:** Unless directed otherwise, officers attending classroom training may wear normal business attire or certain casual clothing items listed below. Shorts, t-shirts, sport and/or work out clothing is prohibited.
  - a. Casual shirts with collars (polo or rugby style shirts)
  - b. Long and short sleeve button up shirts with collars
  - c. Ties are not required
  - d. Dress pants
  - e. Casual dress pants / khakis
  - f. Denim jeans
  - g. Cargo pants
  - h. Casual shoes
  - i. Athletic shoes
3. **Out-of-doors Training:** Unless directed otherwise, officers attending training out-of-doors (e.g., quarry shoots, field force training, traffic stop courses) may wear any item authorized for classroom training and/or other clothing items listed below. Shorts are prohibited.
  - a. Ball caps (or other hats designed to shade the face from the sun)
  - b. T - shirts
  - c. Sweatshirts
  - d. Work pants
  - e. Hiking shoes and boots
  - f. Military / police tactical boots
  - g. Work boots
4. Officers are authorized to wear appropriate athletic / workout type clothing and shoes during physically active training (e.g., handcuff training, impact weapon training, physical encounter control courses).

**F. Light Duty Attire**

1. Officers on light-duty are not authorized to wear a Department uniform or carry their service weapon while working.

2. Officers assigned to light duty may wear normal business attire or certain casual clothing items listed below.
3. Authorized light-duty clothing items:
  - a. Casual shirts with collars (polo or rugby style shirts)
  - b. Long and short sleeve button up shirts with collars
  - c. Ties are not required
  - d. Dress pants
  - e. Casual dress pants / khakis
  - f. Denim Jeans (When appropriate)
  - g. Dress socks
  - h. Dress or casual shoes
4. Officers on light duty who are summoned or subpoenaed to appear in court will wear appropriate civilian business attire.
5. Unless required for medical reasons, exempted for a particular assignment, or specifically authorized by a supervisor or commander, the following items are not authorized for wear while on light duty.
  - a. T-shirts
  - b. Sweatshirts
  - c. Cargo pants
  - d. Athletic shoes
  - e. Hiking shoes or boots
  - f. Work boots

**G. Unauthorized Clothing Items:** The following list of clothing items are unauthorized plainclothes attire unless specifically authorized by the Chief of Police, a designee, or the Deputy Chief of the officer's respective Bureau.

1. Hats of any kind (worn inside the Public Safety Building during normal working hours)
2. Muscle shirts (unless worn under another authorized garment)
3. Tank tops (unless worn under a garment with sleeves)
4. Sleeveless blouses (unless worn under a garment with sleeves)
5. Tube tops
6. Halter tops
7. Midriff tops
8. Any backless shirt or top
9. Strapless or spaghetti strap shirts
10. Sports clothing (except during out-of-doors or physical training activities)

11. Shorts of any kind
12. Overalls / coveralls (except for Traffic Crash Investigators and Identification Unit Detectives)
13. Evening wear
14. Leather pants or skirts
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, sexually suggestive, profane or discriminatory towards persons on the basis of their race, national origin or ancestry, religion or creed, age, sex or disability.

#### **IV. PERSONAL EQUIPMENT STANDARDS**

- A.** Plainclothes officers are required to follow all applicable personal equipment standards listed in General Order **60.09 - *Uniform and Personal Equipment Standards***, while performing their duties.
- B.** Unless directed otherwise, plainclothes officers not wearing office / business attire, are authorized to wear any Department issued personal equipment when appropriate, as listed in General Order **60.09 – *Uniform and Personal Equipment Standards***.
- C.** Officers wearing business attire may carry or use any Department issued personal equipment as long as the wearing of any equipment does not detract from the overall “business like” appearance of their outfit.
- D.** Unless directed otherwise, M3 Streets Team members shall wear or carry all required personal equipment items issued to them while performing their duties.
- E.** Unless working undercover, attending a training course, assigned to light-duty or otherwise exempted by their supervisor, plainclothes officers working outside of the Public Safety Building shall wear, at a minimum, the following equipment:
  1. Department authorized handgun properly loaded with issued ammunition
  2. Two extra handgun magazines properly loaded with issued ammunition
  3. Department authorized holster
  4. Department authorized handcuffs and handcuff key
  5. Department issued identification card

6. Department authorized police star or shield – carried in wallet, worn on belt or around the neck on a “breakaway” style safety chain.

**B. Protective Vest**

1. A ballistic vest will be issued to all sworn personnel. All personnel engaged in patrol duties are required to wear protective body armor. This includes special details and traffic control and direction. All personnel engaged in pre-planned, high risk tactical situations shall wear body armor. Administrative, plain clothes and other personnel approved by the Chief of Police are exempt from daily use, but shall have their protective vest readily available at all times and shall make every effort to wear body armor when responding to calls. A supervisor may require that body armor be worn under certain situations or tactical reasons
  - a. For purposes of this Order, “readily available” means accessible for immediate use by the officer in the field.
  - b. Therefore, by definition, a protective vest issued to an officer working field patrol or special unit duties is not considered accessible for immediate use if stored in a locker at the Public Safety Building or at home. A protective vest kept with the officer in their squad car while working field patrol or special unit duties would be considered accessible for immediate use.
  - c. For purposes of this Order, “pre-planned, high risk tactical situations “ consist of, but are not be limited to, the following:
    1. Drug raids.
    2. High-risk felony warrant arrests.
    3. Civil demonstrations or disturbances.
    4. VIP situations.
    5. Cover officers in undercover operations.
2. A ballistic vest will be worn in one of the following manners:
  - a. Under the uniform shirt in its provided carrier, or
  - b. In an optional carrier made of the same color, material and design as officer’s uniform shirt (the manufacture’s specifications for wear in this manner must be adhered to).

**F. Knives**

1. Knives - Plainclothes officers are authorized to carry knives clipped or carried inside of a pant pocket. Knife carrying cases worn on belts are not authorized for plainclothes officers. All knives must meet all legal requirements.
  - a. Only folding style knives are permitted - no fixed blade knives
  - b. No knife blade may exceed four inches when open
  - c. Knives may only be carried in the closed position.

**G. Mobile telephones**

- a. Plainclothes officers are authorized to use and carry mobile telephones while on-duty.
- b. All officers, uniformed or plainclothes, are prohibited from using any type or style of telephone earpiece, wired or wireless (e.g., Bluetooth® style) while on duty.
- c. All officers are prohibited from placing or answering personal phone calls while at a crime scene or handling any call for service.
- d. All officers are prohibited from using any personally owned still-photo or video camera, including those integrated into a mobile telephone, to take any photograph or video while on-duty.

**IV. EFFECTIVE DATE**

- A. The Department's policy on Civilian Attire and Personal Equipment Standards for Plainclothes Officers became effective on July 25, 2007.

**V. 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 **60.12 – Civilian Attire and Personal Equipment Standards for Plainclothes Officers** issued July 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

---

Chet Epperson  
Chief of Police