

ILLINOIS STATE POLICE DIRECTIVE PER-004, DRESS AND GROOMING

RESCINDS: PER-004, 2006-065, revised 10-16-2006.	REVISED: 01-06-2015 2015-002
RELATED DOCUMENTS: ADM-006, EQP-007	RELATED CALEA STANDARDS: 26.1.1

I. POLICY

The Illinois State Police (ISP) will adopt high standards of personal grooming and cleanliness and will require personnel to exhibit a professional appearance while on duty.

II. RESPONSIBILITY

Supervisors will ensure officers on duty, under their command, present a neat appearance and maintain hairstyles within department guidelines.

III. DEFINITIONS

III.A. Body Modification – is the deliberate altering of the human body for aesthetic or non-medical purposes. It includes any intentional mutilation, maiming, piercing, branding, or scarring, for example, split or forked tongues, foreign objects inserted in/under the skin, enlarged or stretched out holes in the ears (other than normal piercing), and intentional scarring that is visible.

III.B. Concealed – completely hidden with a natural looking flesh-toned covering, long sleeve uniform shirt, or appropriate business attire consistent with the officer's work assignment.

III.C. Tattoo - Includes any tattoo, mark, or other permanent or temporary body art.

III.D. Tattoo, Body Art, Intentional Body Modification Declaration, form ISP 1-251 - a form that must be completed by all applicants for the Cadet position declaring and describing any tattoo(s) and/or other body modification(s) they have at the time of application that would be visible while wearing an ISP uniform.

III.E. Visible – tattoos and body modifications that can be observed by the public when an officer wears the standard issued uniform or plainclothes attire while on-duty.

IV. PROCEDURES

IV.A. ISP directive EQP-007, "Uniforms," contains guidelines for uniformed officer dress.

IV.B. Officers not in uniform will visibly wear their identification card while in the ISP Academy and Central Headquarters.

IV.C. Non-uniformed Officers' Dress

IV.C.1. Officers will wear clothing of a type generally accepted as appropriate business wear, consistent with professional business attire and law enforcement safety practices.

IV.C.2. Male officers will wear:

IV.C.2.a. A shirt and tie with a business suit

IV.C.2.b. A shirt and tie with an appropriate sport coat and dress slacks

IV.C.2.c. A vest or suitable sweater may be worn under the jacket

IV.C.2.d. Business casual attire, when appropriate, i.e., a collared shirt and dress slacks

IV.C.3. Female officers will wear:

IV.C.3.a. A blouse with a business suit

IV.C.3.b. A blouse with an appropriate jacket and dress pants or skirt

IV.C.3.c. A vest or suitable sweater may be worn under the jacket

- IV.C.3.d. A dress
- IV.C.3.e. Business casual attire, when appropriate, i.e., a collared shirt and dress slacks.

IV.C.4. Department-issued items that are authorized to be worn as a visible part of the non-uniformed officer's attire are:

- IV.C.4.a. Medal for Valor ribbon
- IV.C.4.b. Medal for Honor ribbon
- IV.C.4.c. Medal for Achievement ribbon
- IV.C.4.d. Purple Heart Medal ribbon
- IV.C.4.e. Lifesaving Metal ribbon
- IV.C.4.f. Meritorious Service Medal ribbon
- IV.C.4.g. Department Commendation ribbon
- IV.C.4.h. Department Unit Citation ribbon
- IV.C.4.i. Department Years of Service Pin
- IV.C.4.j. Peer Support Program Pin (limited to current peer support advisors)
- IV.C.4.k. Air Operations Pilot Insignia (limited to personnel currently assigned to Air Operations as a twin engine aircraft pilot)
- IV.C.4.l. Motorcycle Patrol Pin (limited to personnel currently assigned to the Motorcycle Enforcement Bureau)
- IV.C.4.m. Special Weapons and Tactics (SWAT) Team Pin (limited to personnel currently assigned to an ISP SWAT Team)
- IV.C.4.n. National Governors' Security Association or ISP Executive Protection Unit Lapel Pin (limited to personnel assigned to and performing security functions)
- IV.C.4.o. United States flag lapel pin
- IV.C.4.p. ISP Memorial Park lapel pin
- IV.C.4.q. ISP Mourning lapel pin
- IV.C.4.r. ISP lapel pin

NOTE: Officers may not wear other issued items as a visible part of non-uniformed attire; except that officers formerly with the Illinois Department of Central Management Services (CMS) may wear the ribbons earned while employed at CMS.

IV.C.5. Regardless of assignment, an officer may, with the approval of his/her supervisor, dress in a manner appropriate to a particular situation, e.g., tactical surveillance and training functions including, but not limited to:

- IV.C.5.a. Control and arrest tactics
- IV.C.5.b. Driving
- IV.C.5.c. Firearms
- IV.C.5.d. Physical Training
- IV.C.5.e. Other assigned activities

IV.D. Physical Alterations (Subsections contained in section IV.D. apply to all sworn officers, regardless of assignment.)

IV.D.1. Teeth Adornment

- IV.D.1.a. The use of gold, platinum, or other veneers or caps for the purpose of ornamentation is prohibited.
- IV.D.1.b. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.

IV.D.2. Contact Lenses

- IV.D.2.a. Contact lenses, if worn on duty, shall be in a natural eye color.
- IV.D.2.b. Red, orange, silver, and other unnaturally colored contact lenses, or colors when worn that create an unnatural eye color, and contact lenses with graphic designs of any kind are prohibited.

IV.D.3. Body Modifications and Tattoos

IV.D.3.a. All applicants applying for the Cadet position must complete an ISP Tattoo, Body Art, Intentional Body Modification Declaration form (ISP 1-251). The form must be accompanied by a photograph of such visible tattoos or modifications. All applicants must be able to demonstrate that their specific visible tattoo or body modification can be concealed as noted in III.B.

IV.D.3.b. Prohibition against visible tattoos and body modifications

IV.D.4.b.1) Officers who currently have tattoos or body modifications that are on their face, above the collarbone, neck area, fingers, hands, wrist, arms, or otherwise visible due to the open collar of the standard uniform shirt and V-neck t-shirt shall conceal them as outlined in paragraph III.B.

IV.D.4.b.2) Officers who currently have tattoos or body modifications that are on the arms, visible in the summer uniform, will conceal them with a Departmental issued skin tone colored sleeve. Non-uniformed officers will also conceal tattoos or body modifications at all times while on duty, except as provided for in IV.H.

NOTE: The Department, at its discretion, will decide the make and style of sleeve to be purchased. Officers will make notice through their chain of command their need to be issued a sleeve.

IV.E. Personal Grooming and Appearance

IV.E.1. Non-uniformed Officers

IV.E.1.a. Fingernails will be clean and neatly trimmed.

IV.E.1.b. Hair will be kept in a clean and neat manner. Hair will not exceed a length generally considered acceptable among other law enforcement agencies.

IV.E.1.c. The face will be clean-shaven except for sideburns and moustaches.

IV.E.1.c.1) Sideburns, or any hair worn in front of the ear, will:

- IV.E.1.c.1)a) Be neatly trimmed
- IV.E.1.c.1)b) **Not** extend below the lowest part of the ear
- IV.E.1.c.1)c) Not be flared
- IV.E.1.c.1)d) Be of even width
- IV.E.1.c.1)e) End with a clean-shaven horizontal line

IV.E.1.c.2) Moustaches, if worn, will:

- IV.E.1.c.2)a) Be short and neatly trimmed
- IV.E.1.c.2)b) Follow the outline of the upper lip
- IV.E.1.c.2)c) **Not** extend more than 1/4 inch beyond the corners of the mouth
- IV.E.1.c.2)d) **Not** extend below a horizontal line equal to the lowest edge of the upper lip

IV.E.1.d. Jewelry, if worn, must be appropriate and consistent with professional business attire and law enforcement safety practices. Visible piercings, except for the ears, will not be worn while on duty.

IV.E.2. Uniformed Officers

IV.E.2.a. Fingernails will be clean, neatly trimmed and extend no more than 1/4 inch beyond the quick. If worn, natural or muted fingernail polish will be permitted during duty hours.

IV.E.2.b. Cosmetics, if worn, will be conservative and natural-looking.

IV.E.2.c. The face will be clean shaven except for sideburns and moustaches, if worn.

IV.E.2.c.1) Sideburns, or any hair worn in front of the ear, will:

- IV.E.2.c.1)a) Be neatly trimmed
- IV.E.2.c.1)b) **Not** extend below the lowest part of the ear
- IV.E.2.c.1)c) Not be flared
- IV.E.2.c.1)d) Be of even width
- IV.E.2.c.1)e) End with a clean-shaven horizontal line

IV.E.2.c.2) Moustaches, if worn, will:

- IV.E.2.c.2)a) Be short and neatly trimmed
- IV.E.2.c.2)b) Follow the outline of the upper lip
- IV.E.2.c.2)c) **Not** extend more than 1/4 inch beyond the corners of the mouth
- IV.E.2.c.2)d) **Not** extend below a horizontal line equal to the lowest edge of the upper lip
- IV.E.2.c.2)e) In no instance, be permitted to cover the vermeil area of the upper lip.

IV.E.2.d. Beards and goatees are prohibited.

IV.E.2.e. Male and female hair standards

IV.E.2.e.1) Hair will be neatly groomed and will not hang over the top of the collar.

IV.E.2.e.2) Designs shaved into the hair and extreme hairstyles such as mohawks, spikes, ponytails, mullets, and dreadlocks are prohibited.

IV.E.2.e.3) Females and males must keep their hair above the ears, except for sideburns as described in IV.E.2.c.1).

IV.E.2.e.4) The length, bulk, or appearance of the hair will not be excessive, ragged or unkempt.

IV.E.2.e.5) Hair in front will be groomed so that it does not fall below the band of properly worn headgear.

IV.E.2.e.6) In no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear.

IV.E.2.e.7) The acceptability of an officer's hairstyle will be based upon the criteria in this directive and not upon the style in which officers choose to wear their hair.

IV.E.2.e.8) Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

IV.E.2.e.9) Hair coloring, if used, must look natural.

IV.E.2.e.10) No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins and barrettes.

IV.E.2.f. Personal Accessories

IV.E.2.f.1) Cloth scarf

IV.E.2.f.1)a) Personnel may wear a cloth scarf with the issued jacket or coat during the winter months when desired.

IV.E.2.f.1)b) The scarf will be brown with no designs, clean, free from holes and free from excessive fraying of the material.

IV.E.2.f.1)c) When worn, the scarf ends must be securely tucked inside the jacket.

- IV.E.2.f.2) Sunglasses/Eyeglasses
 - IV.E.2.f.2)a) Conservative or military style sunglasses may be worn when needed.
 - IV.E.2.f.2)b) Sunglasses or eyeglasses that are mirrored, or have lenses or frames with initials, designs, or other adornments are prohibited. This prohibition does not include brand or trademarks which are conservative and in keeping with professional business attire.
 - IV.E.2.f.2)c) Sunglass or eyeglass frames are restricted to brown, black, or a common metal shade such as gold or silver.
 - IV.E.2.f.2)d) Sunglass lenses are restricted to traditional gray, brown, or dark green shades.
 - IV.E.2.f.2)e) Sunglasses, eyeglasses, or their carrying case(s) may not be hung from the uniform.
 - IV.E.2.f.2)f) Sunglass or eyeglass supporting straps are prohibited while in uniform.

IV.E.2.g. Suspenders, arm bands, pens, pencils, keys, watch chains, necklaces or chains, and other accessory items will be concealed.

IV.E.2.h. Whistle lanyards may be attached to the uniform while directing traffic.

IV.E.2.i. Visible jewelry including, but not limited to, earrings, bracelets, necklaces, and posts may not be worn while on duty except that:

- IV.E.2.i.1) One ring may be worn on each hand – a wedding and engagement ring shall be considered one ring for purposes of this section.

- IV.E.2.i.2) A wristwatch and/or a Medic Alert bracelet may be worn.

IV.E.3. Electronic communications devices

- IV.E.3.a. Officers may wear department-issued electronic communications devices (cellular telephones, pagers, etc.) as part of the ISP uniform in such a manner as to not interfere with tactical equipment.

- IV.E.3.b. Officers may wear personally owned electronic communications devices while in uniform. The color of the devices will be appropriate and consistent with professional business attire and law enforcement safety practices and shall not interfere with tactical equipment.

- IV.E.3.c. Officers will refrain from wearing a cellular headset (ear piece) while engaged in any motorist contact or public assistance situation.

IV.F. Height and Weight

Officers will maintain their weight within an acceptable range proportionate to height and build.

IV.G. Academy Attire

IV.G.1. Personnel attending lecture and training assignments at the ISP Academy will adhere to Academy regulations.

IV.G.2. Academy regulations prohibit the following in the classrooms or cafeteria, unless otherwise informed through reporting instructions or the class coordinator:

- IV.G.2.a. Blue jeans
- IV.G.2.b. Cut-offs
- IV.G.2.c. Shorts
- IV.G.2.d. Skin-tight apparel
- IV.G.2.e. T-shirts

- | IV.G.2.f. Tank tops
- | IV.G.2.g. Thong-type footwear

| IV.H. Exceptions

- | IV.H.1. An officer assigned to covert operations may deviate from the standards in sections IV.C. (Non-uniformed Officers' Dress), IV.D.3.b (Prohibition Against Visible Tattoos and Body Modifications), and IV.E.1 (Non-uniformed Officers Grooming and Appearance) with the approval of his/her work unit commander.
- | IV.H.2. Exceptions to this directive for special assignments for department-related activities, other than covert operations (IV.H.1. above), must be individually submitted in writing through the chain of command to the appropriate Colonel (District/Zone Commander in the Division of Operations) for approval.
- | IV.H.3. The Director may, for religious, medical, or other extraordinary reasons, grant exceptions to this directive.
 - | IV.H.3.a. Officers will make requests for such exceptions in writing and include justification.
 - | IV.H.3.b. Officers must submit requests for exceptions to the Director through their chain-of-command.

| Indicates new or revised items.

-End of Directive-