

## Personal Appearance Standards

<b>Effective Date:</b>	
<b>Revised Date:</b>	09/26/2023
<b>Issuing Authority:</b>	

### 1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Alsip Police Department.

Requirements for Alsip Police Department uniforms and civilian attire are addressed in the Uniform Regulations Policy.

### 1010.2 GROOMING

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignment would deem them not applicable, and where the Chief of Police has granted exception.

#### 1010.2.1 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

#### 1010.2.2 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

#### 1010.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

#### 1010.2.4 FACIAL HAIR

Facial hair is expected to be kept trimmed, tight, and professional looking. Styles such as Fu Manchu or other extreme styles as determined by the Chief of Police will not be permitted.

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### 1010.2.5 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

### 1010.2.6 EYEGLASSES AND CONTACT LENSES

Eyeglasses worn by members shall be conservative in nature. Members shall not wear contact lenses that change the appearance of the eye (e.g. cats eyes) or color the eye in a color or manner that is not found naturally in humans.

### 1010.2.7 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

## **1010.3 POLICY**

Alsip Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity, and the social norms of the community served, while considering matters important to members of the Alsip Police Department.

## **1010.4 APPEARANCE**

### 1010.4.1 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

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#### 1010.4.2 TATTOOS, BRANDING, BODY ART, SCARIFICATION

1. Due to the service-orientated nature of this organization, all employees must present a professional image and eliminate any appearance that may be misconstrued as offensive or unprofessional. Department employees who have tattoos may expose their tattoo(s) on duty, if the tattoo(s) does not depict nudity, violence, indecency, rude, crude, lewd, sexist, obscene, racist, pornographic, vulgar, inappropriate, or invite provocation through art, words, phrases, symbols or language. Tattoos, branding, body art or intentional scarification on the face, head, and neck and are prohibited.

2. Any tattoo, branding, body art or intentional scarification not covered by the uniform of the day or by civilian clothing, that could be perceived as offensive or objectionable to the public, or are large or gaudy as determined by the Chief of Police, must be completely covered.

3. Intentional body mutilation, piercing, or scarring that would be visible while in uniform or civilian clothing is prohibited. Some examples are:

- (a) Split or forked tongue
- (b) Foreign objects inserted under the skin to create a design or pattern
- (c) Enlarged or stretched out holes in the ears, nose or lips (other than a standard piercing)
- (d) Intentional scarring

#### 1010.4.3 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Alsip Police Department in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

#### 1010.4.4 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Alsip Police Department in any official capacity.

#### 1010.4.5 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion, and other items used for body fragrance shall be kept to a minimum.

#### 1010.4.6 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

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### **1010.5 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

### **1010.6 STATE LAW EXEMPTIONS**

Members who seek an exemption to this policy protected by law (e.g., culturally protective hairstyles) should generally be accommodated (775 ILCS 5/1-102; 775 ILCS 5/1-103; 775 ILCS 5/2-102). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with an exemption is denied an assignment based on a safety or security risk.