



VILLAGE OF BURR RIDGE

BOARD OF FIRE AND POLICE COMMISSIONERS

7700 COUNTY LINE ROAD

BURR RIDGE, IL 60527

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JOHN NAVICKAS
Chairman

RONALD DAMPER
Secretary


SANDRA ALLEN
Commissioner

VERIFICATION OF RECEIPT OF POLICE DEPARTMENT GENERAL ORDER 1.21 PERSONEL APPEARANCE

I, _____ (**please print name**), have received a copy of the Burr Ridge Police Department's General Order 1.21 regarding Police Officers' Personal Appearance, have carefully read said General Order and have a thorough understanding of its content and regulations specified within. I understand that any non-compliance with the regulations set forth in General Order 1.21 will terminate my eligibility to be hired as a Police Officer with the Village of Burr Ridge.

Signature

Date

	BURR RIDGE POLICE DEPARTMENT	Number 1.21
GENERAL ORDER		Issue Date May 25, 2018
Subject PERSONAL APPEARANCE	Author: Loftus	
CALEA Ref:	Total Pages: 3	

PURPOSE:

This order establishes guidelines for personal appearance for all department personnel. It revises and replaces General Order 1.21 previously issued on August 25, 2011.

POLICY:

All employees are expected to present a professional appearance while on duty. All employees are expected to adhere to accepted standards of good personal hygiene and grooming while on duty. All supervisors are expected to ensure that on-duty employees under their command present a neat appearance and keep hair styles within Department guidelines

PROCEDURES:

- I. Male personnel will be well groomed and meet the following standards:
 - A. Hair will be trimmed and worn neatly.
 1. The hair will be clipped at the edges of the side and back and will not fall below the collar's lower edge nor cover any part of the ear.
 2. The back and sides of the head, below the hairline, will be shaved or trimmed.
 3. Hair will be styled in such a manner so as not to interfere with the proper wearing of the uniform cap.
 4. Sideburns will not extend below the bottom of the ear lobe and will not be styled to taper or flare.
 5. Extreme hairstyles are prohibited (i.e. Mohawks and pony tails).
 6. The face will be clean shaven, except that a mustache may be worn.
 7. When worn, a mustache will be neatly trimmed, and will not extend below the upper lip or beyond the outer points of the lips, or be excessively bushy, rolled or curled.
 8. Notwithstanding the size, etc. of any mustaches, in all instances, approval of mustaches remains the prerogative of the Chief of Police.
- II. Female personnel will be well groomed and meet the following standards:
 - A. The hair will be neatly shaped and arranged.
 1. Sworn Female Personnel will have their hair styled in a manner which will not interfere with the proper wearing of the uniform cap.

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2. Sworn Female Personnel may have their hair touch the collar but may not fall below the collar's lower edge.
 3. Non-Sworn Female Personnel may wear their hair past the collar; however, it must be neatly shaped and/or arranged.
 4. Extreme hair styles are prohibited for all Sworn and Non-Sworn Female Personnel.
 - B. Cosmetics shall be applied conservatively. Exaggerated or unusual cosmetic styles are not acceptable.
- III. Dyed, tinted, highlighted, or bleached hair must be within naturally occurring color range and must be professional in appearance. For purposes of this order, "naturally occurring color range" does not include unique hair colors such as pink, blue, purple, or green.
- IV. Designs, words or letters, or pictures may not be cut or shaved into an employee's hair.
- V. Detective Bureau Exceptions:
- A. Neatly trimmed hair to the top of the collar is permitted. Hair shall not extend past the middle of the ear.
 - B. Facial hair is permitted if it is worn in the furtherance of an investigation.
- VI. Jewelry:
- A. No sworn personnel will be allowed to wear earrings while in uniform. Non-Sworn Female Personnel may wear earrings of a conservative nature that **do not** hang past the bottom of the ear lobe. Non-sworn male personnel may not wear earrings while in uniform.
 - B. One watch or bracelet may be worn on a wrist. Any watch or bracelet may not be so loose as to cause a safety hazard.
 - C. One ring per hand is allowed. Thumb rings are not allowed.
 - D. Any worn jewelry must be clean, neat, and of a style that presents a professional appearance, is not offensive to others, and is consistent with the type of assignment and duty performed.
- VII. Tattoos/Brands/Body Art
- A. Tattoos, body art, or branding/scarring made visible while wearing any of the department approved uniforms are prohibited.
 - B. As of August 4, 2008, department members who have pre-existing tattoos that are visible while wearing any of the departments prescribed uniforms are required to advise the Deputy Chief in writing of any existing tattoo(s). Current department members that have pre-existing tattoos will be "grandfathered in", providing that the tattoo(s) are not construed as obscene or offensive.
 - C. The office of the Chief of Police reserves the right, at any time, to direct department members with visible tattoo(s) to wear a uniform that covers the tattoo(s).

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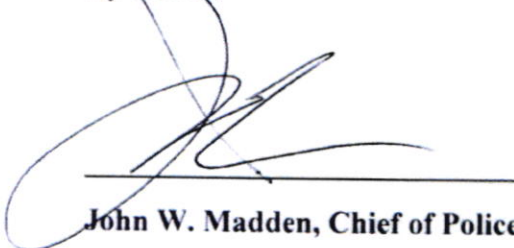
VIII. Mutilation

A. Intentional body mutilation, piercing, scarring or alteration to any area of the body visible in any authorized uniform or attire, that is a deviation from normal anatomical features, and which is not medically required are prohibited. Such body alteration includes, but is not limited to:

1. Tongue splitting, bifurcation or piercing.
2. Foreign objects inserted under the skin to create a design or pattern.
3. Enlarged or stretched out holes in the ears (other than a standard piercing) or other visible skin areas.
4. Intentional scarring or branding.
5. The complete transdermal implantation of any material other than hair replacement.
6. Abnormal reshaping of the ears, eyes, nose or teeth.

IX. Approval for exceptions to any of the above standards is the prerogative of the Chief of Police.

By Order:



John W. Madden, Chief of Police