



Iowa State University Department of Public Safety

Directive: 26.1

SUBJECT: CODE OF APPEARANCE

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POLICY:

The Iowa State University Department of Public Safety shall establish a code of appearance, which supports the standards of professionalism and workplace safety.

DEFINITIONS:

“Business Casual” refers to a style of clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression. Business casual includes but is not limited to; pants (khaki or slacks), skirts (mid-thigh and below), sweaters, and professional-looking shirts/tops.

“Professionalism” refers to the conduct, appearance, and qualities that characterize or mark the profession or professional person engaged in law enforcement and public safety.

PROCEDURE:

26.1.1 CODE OF APPEARANCE – STANDARDS

The following shall govern general appearance standards:

- A. Dress and appearance provisions shall be binding on all employees, except when assignments, duties, or accommodations permit an approved departure. Any variance allowed with regard to appearance regulations shall be with the approval of the Chief of Police or designee.
- B. On-duty employees shall maintain the highest standards of personal hygiene. A neat, clean, well-groomed, and professional appearance is required of all employees.
- C. All supervisors are expected to ensure that on-duty employees under their command are in conformity with this directive, and may take reasonable steps to guarantee that compliance.
- D. Hair should be groomed and present a professional appearance. Facial hair may be worn, provided the appearance is neat and well-groomed. Facial hair shall be symmetrically trimmed. The department may require the removal of facial hair to prevent interference with issued safety equipment. For sworn personnel in uniform, hair that is longer than shoulder-length must be secured behind the head for safety reasons.
- E. Jewelry shall exemplify professionalism. All sworn employees are prohibited from wearing visible piercings while at work, with the exceptions of earrings. Gauge and spike style earrings are prohibited. Sworn personnel shall adhere to section 26.1.3(B) while on duty. Religious medals and medical alert tags may be worn, provided they are concealed while wearing a uniform. Tie clasps or tacks, if worn, shall exemplify professionalism and approved by the Chief.
- F. Clerical, management, support staff, and administrative personnel will wear business or business casual attire unless their supervisor approves other attire. When sworn personnel are assigned to wear civilian clothing, clothing will be appropriate to that assignment. Detective personnel will be allowed to wear civilian clothing appropriate to their assignments, which will normally be business or business casual attire. All officers will be required to have at least one spare uniform at the department at all times.
 - 1. Jeans, t-shirts, leggings (unless worn under a skirt or dress), sweatshirts, and athletic wear are prohibited unless approved by their supervisor and the attire is consistent with the activity of the day.

- G. Department personnel are prohibited from getting or having a tattoo where any of the following are indicated:
1. Any tattoo on personnel, including those not readily visible, indicating membership in a hate, racist, subversive organization, criminal gang, or any symbol, including those not readily visible, that can be commonly associated with a hate, racist, subversive organization or criminal gang.
 2. Any visible tattoo that can be deemed reasonably offensive or morally objectionable, including but not limited to, racially oriented, drug-related, or sexually explicit words, pictures, or symbols.
 3. Any visible tattoo on the neck or head.
 4. The Chief of Police or designee will make the final decision on any questionable tattoos.

26.1.2 CODE OF APPEARANCE – PROTECTIVE VESTS

This section shall establish procedures relating to wearing protective vests while on duty:

- A. The department shall make protective vests available for all sworn personnel. To ensure proper fit and hygiene, a protective vest shall be assigned to each officer.
- B. The wearing of protective vests shall be mandatory for all officers assigned to uniform field duty unless otherwise approved.
- C. The Chief of Police or designee may waive established wearing requirements, based upon extreme weather conditions where officer health may be jeopardized, or when exceptional circumstances exist.
- D. If not worn, protective vests shall be immediately available to all officers assigned to uniform field or administrative duty.
- E. An officer shall not be required to wear a protective vest while performing dispatch or administrative duties for the entire shift.
- F. All personnel engaged in pre-planned, high-risk situations shall wear protective vests unless otherwise approved by the Chief of Police or designee. High-risk situations include raids, decoy operations; dignitary protection details; undercover assignments; and executions of arrest or search warrants.

26.1.3 CODE OF APPEARANCE – UNIFORM

This section provides guidelines for the wearing of uniforms while on duty:

- A. The uniform will be well maintained, clean, and unwrinkled. Shoes and equipment will be well maintained.
- B. While on-duty, officers must remove jewelry from visible piercings with the exception of the ear. If the officer chooses to wear earrings, only stud-type earrings may be worn. No other style of earring or ear gauge/plug may be worn. Earrings and ear posts worn by officers shall not extend below the bottom of the earlobe. Officers may wear only two rings on each hand. A wedding set is considered one ring.
- C. All departmental uniforms are to be worn as issued, except for necessary alterations to ensure proper fit. No modifications, additions, or deletions of any uniform articles are allowed without the permission of the Chief of Police or designee.
- D. Unless instructed otherwise, uniformed employees are granted discretion as to what uniform shirt, uniform trousers, and outerwear to wear. Except for identification and uniformity purposes when designated, the wearing of a department-approved hat is the individual officer's option.
- E. The police officer uniform includes a black t-shirt or black turtleneck (mandatory if visible under the uniform shirt), and optional black tie.
- F. While in uniform, officers shall wear shoes or boots that are black, have a neat appearance, and bear a regular heel. When socks are visible under normal standing or sitting conditions, they shall be black.
- G. All leather gear for the duty belt shall be black and of basket-weave design whenever possible. When the duty belt is worn, the trouser belt shall be worn Velcro side out.

- H. Rank insignia and other collar brass shall be worn, centered on the stays, on all uniform shirts. Lieutenant insignia shall be worn parallel and inside to the stays. Insignia and other collar brass shall not be worn on the polo style and bike patrol uniform shirts.
- I. Sergeant chevrons shall be affixed, and centered below the shoulder patch, on each sleeve. Chevrons are not required to be worn with the polo style uniform shirt.
- J. Service stripes shall be used by this department as a symbol of recognition for years of service by all sworn personnel, one service stripe for every three years of service in any municipal, county, or state law enforcement agency.
 - 1. Only those service stripes authorized by the department shall be worn, and the wearing of stripes by sworn personnel shall be mandatory.
 - 2. All sworn personnel shall wear service stripes on the left sleeve of the long-sleeve uniform shirt, approximately ½” from the cuff hem, and will run up the sleeve toward the elbow, keeping in alignment with the sleeve crease.
- K. The breast badge shall be worn above the left breast pocket.
- L. The regulation nametag shall be worn just above and centered on the right breast pocket. Up to two approved pins may be worn, centered, or symmetrically positioned above the nametag. The Chief of Police or designee shall determine the approval of pins.
- M. When officers wear the regulation whistle and chain, the chain shall be attached to the button under the epaulet on the right shoulder. The whistle shall then be tucked into the outer edge of the right breast pocket.
- N. Shoulder patches shall be positioned, as indicated in Appendix A, on each of the uniform shirts, jackets, coveralls, and coats.
- O. Officers appearing in court may either wear a uniform or business attire.
- P. Inclement weather apparel for officers shall consist of the following departmentally issued items: five-in-one jacket, rain pants, sweater, and black stocking cap. A personally owned black rain or Boonie-style hat is allowed during inclement weather.
- Q. Approved optional clothing and accessories shall include the following: black ear muffs or ear bands, black full-fingered gloves or mittens, and non-mirrored sunglasses.
- R. Bike patrol officers shall wear a designated uniform, eye protection, black socks, and a departmentally issued helmet. Shoes shall be mostly black. The helmet should be worn with its front approximately two fingers width above the bridge of the nose and with the chinstrap fastened.
- S. The law enforcement dispatcher uniform shall consist of black, tan or khaki pants, closed-toe shoes (no sandals), and a departmentally issued polo unless otherwise approved by the Field Services Deputy Chief, Captain or designee.
- T. The Community Service Officer uniform shall consist of departmentally issued black pants and short or long sleeve polo. Shoes and belts shall be black.
- U. Full-time Parking Enforcement Staff are required to wear departmentally issued uniforms, dark socks, and black closed-toed shoes or boots.
- V. Insignia authorized for regular duty uniforms are listed below. Employees may be permitted to wear other insignia with the permission of the Field Services Deputy Chief or Captain. See the photos in Appendix A for guidance in the placement of items on the uniform.
 - 1. Collar emblems (required at all times);
 - 2. Sergeant chevrons (required at all times for Sergeant positions)
 - 3. Name bar (required at all times);
 - 4. Metal or embroidered badge (required at all times);
 - 5. Departmental awards ribbons (required at all times);

6. Badge cover in honor of officers killed in the line of duty and when authorized; and
7. Two approved pins.

W. A list of all items and identification issued to each employee is maintained. The department will provide each employee with all items currently issued and available. Issued items remain the property of the department. Unserviceable items (i.e., badges, uniforms, patches) should be disposed of in a manner that limits their potential for being misused.