

SPRINGFIELD POLICE DEPARTMENT ADDENDUM

<input checked="" type="checkbox"/> DEPARTMENT DIRECTIVE <input type="checkbox"/> DIVISION DIRECTIVE	DIRECTIVE NUMBER 18-046	EQP-01 Add.4
<input checked="" type="checkbox"/> GENERAL ORDER <input type="checkbox"/> NOTICE <input type="checkbox"/> SPECIAL ORDER <input type="checkbox"/> LEGAL NOTICE	ISSUE DATE 01/17/18	
SUBJECT: TATTOOS & BODY PIERCING	DISTRIBUTION A,B	REVISION DATES 08/19/09, 03/30/15
REFERENCES:		RESCINDS: Addendum 4 to EQP-01/15-005
EFFECTIVE DATE 01/17/18		

I. PURPOSE

This purpose of this General Order is to establish policy and procedure regarding Tattoos and Body Piercing for all members of the agency.

II. POLICY

It is the Policy of the Springfield Police Department to present a professional image and appearance to the citizens of Springfield while in the performance of our official duties. In order to maintain this professional image and appearance, restrictions will be placed on tattoos, body piercings, and body modifications.

III. DEFINITIONS

- A. Inappropriate Tattoo – A tattoo is considered inappropriate if it depicts gang related images, racially inappropriate images, sexually suggestive or explicit images, is extremist, or any tattoo which undermines the City of Springfield or the Springfield Police Department in images or words.
- B. Offensive Tattoo- A tattoo is considered offensive if it depicts, describes or refers to intolerance of, or discrimination against any race, color, preference, creed, religion, gender, national origin, sexual orientation or, it is commonly associated with any organization or group which advocates such intolerance or discrimination; or it brings discredit upon the City of Springfield or the Springfield Police Department or violates a reasonable person’s standard of decency or morality.
- C. Tattoo - Includes any tattoo, scar, branding, mark, or other permanent or temporary body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment. The term tattoo shall not apply to medically necessary procedures or with written permission from the Chief of Police cosmetic procedures such as permanent eyeliner or lipstick.
- D. Visible tattoo – Any tattoo which is visible if the member were wearing the standard short sleeve police uniform.

IV. RESPONSIBILITIES

- A. Any member discovered to be in violation of this policy will be subject to disciplinary action up to and including termination.
- B. Effective April 1st, 2015, each person hired shall meet the following requirements:
 - 1. No tattoos will be authorized which are visible on the head, neck, face, or hands.
 - 2. Tattoos which are considered visible in the short sleeve uniform must be covered by a department authorized sleeve or the long sleeve uniform shirt.
 - 3. Once employed, officers must refrain from obtaining any additional visible tattoos, regardless of the location.

- C. Effective November 15, 2008, current members are prohibited from acquiring a visible tattoo(s), as defined in paragraph III D.
- D. Members who currently have a visible tattoo(s) will be required to have the tattoo covered at all times while functioning in a law enforcement capacity. Any covering will need the approval of the Chief of Police.
- E. Members who have a tattoo(s) on their legs will be precluded from an assignment which requires them to wear department issued uniform shorts unless the tattoo is covered with an appropriate body colored bandage. The bandage and its application must be viewed and approved by the Commanding Officer of the officer's division prior to assignment to that position.
- F. No member may have a tattoo(s), whether covered or not, which is considered inappropriate or offensive.
- G. Members shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of their body which is visible while functioning in a law enforcement capacity, with the exception of earrings permitted for female personnel. Female personnel may wear one earring per ear, and will be a small stud or loop not larger than one-half (1/2) inch in diameter, unless authorized by the Chief of Police. Male personnel are prohibited from wearing any earrings while on duty, unless authorized by the Chief of Police or his designee.
- H. Ornamentation shall include body piercing jewelry, intentional body mutilation or scarring, or foreign objects inserted in/under the skin.
- I. The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.
- J. Intentional body mutilation, piercing, branding, or intentional scarring is prohibited. Examples of prohibited intentional mutilation include: split or forked tongues; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched out holes in the ears (other than normal piercing); and intentional scarring which is visible.
- K. Contact lenses, if worn on duty, shall be in a natural eye color. Red, orange, silver and other unnaturally colored contact lenses, or colors when worn create an unnatural eye color, and contact lenses with graphic designs of any kind are prohibited.
- L. All present and prospective members will be required to complete the attached Tattoo and Body Piercing Acknowledgement Form.
- M. Any future tattoo(s) must meet the requirements prescribed within this policy.

KENNETH D. WINSLOW, CHIEF OF POLICE

Reviewed for Legal Sufficiency: _____
Assistant Corporation Counsel



SPRINGFIELD POLICE DEPARTMENT
800 EAST MONROE
SPRINGFIELD, ILLINOIS

Tattoo & Body Piercing Acknowledgement

I, _____, have read Springfield Police Department General Order # EQP-01, Addendum 4, Tattoos and Body Piercings in its entirety.

By signing below, I acknowledge that I am currently in full compliance with all directives contained within General Order # EQP-01, Addendum 4. I confirm that I will remain in compliance with General Order # EQP-01, Addendum 4 for the duration of my employment. Furthermore, I understand that if at any time during the hiring process or during the course of my future employment I am found to be in violation of this directive, I am subject to disciplinary action up to and including termination.

Signature

Date