

SPRINGFIELD POLICE DEPARTMENT ADDENDUM

<input checked="" type="checkbox"/> DEPARTMENT DIRECTIVE <input type="checkbox"/> DIVISION DIRECTIVE	DIRECTIVE NUMBER 22-042	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 08/01/22	
SUBJECT: TATTOOS & BODY PIERCING	DISTRIBUTION A,B	REVISION DATES 08/19/09, 03/30/15, 01/17/18, 08/01/22
REFERENCES:		RESCINDS: Addendum 4 to EQP-01/18-212

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, due to the service-oriented nature of this organization, to present a professional image and eliminate any appearance that may be misconstrued as offensive or unprofessional while in the performance of our official duties. In order to maintain this professional image and appearance, some 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 or department issued uniform shorts. Department members are reminded that the prohibitions listed in this General Order are subject to interpretation and that interpretations of images or markings may change over time (i.e., a tattoo or marking considered acceptable today, may appear to be a violation of the policy in the future)
- E. Tattoo Review Committee- The Tattoo Review Committee shall consist of three members of the Staff, exempt status, and two members of the Police Benevolent and Protective Association, Unit #5. One member of the Staff will act as Chairperson and will vote only in case of a tie.

IV. RESPONSIBILITIES

- A. Effective August 1st, 2022, each department member shall meet the following requirements:
 - 1. Department Members who have Tattoos may expose their Tattoo(s) while on duty as long as they are not prohibited for being inappropriate or offensive.

2. Tattoos which are considered visible in the short sleeve uniform/department issued uniform shorts, which have been deemed inappropriate or offensive by the Tattoo Review Committee, must be covered by a department authorized sleeve or the long sleeve uniform shirt/pant.
 3. No tattoos will be authorized which are visible on the head, neck, face, or hands. An exception to this rule will be Members may have one ring tattoo on either hand, below the joint of the bottom segment (portion closest to the palm) of the finger.
 4. Any member who fails to comply with the terms of this policy or any determination made by the Tattoo Review Committee will be subject to disciplinary action up to and including termination.
- B. Members who currently have a visible tattoo(s) will be required to have the tattoo covered at all times when they are required to appear at the following:
1. Judicial or Administrative Court Hearings (unless called in while already on duty and coverings are not immediately available)
 2. Public Safety Funerals or the Illinois Police Memorial
 3. VIP or Dignitary protection/escort details
- C. 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.
- D. Ornamentation shall include body piercing jewelry, intentional body mutilation or scarring, or foreign objects inserted in/under the skin.
- E. 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.
- F. 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.
- G. 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.
- H. All present and prospective members will be required to complete the attached Tattoo and Body Piercing Acknowledgement Form.
- I. Any member who gets a new Tattoo which is visible while working must meet the location and content requirements prescribed within this policy.

V. TATTOO REVIEW COMMITTEE PROCESS

- A. Members wishing to have a tattoo or marking visible while they are working will ensure the tattoo or marking is not prohibited as provided above. If a visible tattoo is brought into question as being inappropriate or offensive the member will submit an official request to have it visible while working to the Tattoo Review Committee for approval.
- NOTE:** Current Members, from the effective date of this policy, will not need to submit current visible tattoos for approval or get approval prior to getting a new tattoo. All members agree, by signing the acknowledgement below, that any new tattoo will meet the content and location requirements contained within this policy.
- B. Members or New Hires who have an existing tattoo(s) or obtain a new tattoo(s) they wish to have visible while working that is deemed potentially offensive or inappropriate based on the definitions above, will submit clear, color photographs of the tattoo(s) they wish to have reviewed by the committee accompanied by an IDM.

- C. Requesting members will complete an IDM containing the following:
 - 1. A complete description of the tattoo(s) and/or marking(s);
 - 2. The meaning behind the tattoo(s) and/or marking(s) as interpreted by the member.

NOTE: Submission of the interpreted meaning is optional, but should be included if the member feels it may provide useful context for consideration by the committee.

- D. Requesting members will submit their IDM to their immediate supervisor with the attached photographs.
- E. Supervisors will forward this information through the Chain of Command to be then submitted to the Tattoo Review Committee.
- F. Members submitting requests to the Tattoo Review Committee:
 - 1. May not have the tattoo or marking visible while they are working until a decision from the Tattoo Review Committee is received.
 - 2. May be called to appear before the committee if its members have additional concerns or questions in reference to a tattoo.
 - 3. Will be notified in writing of the committee's determination via their chain of command.
- G. Members wishing to appeal a denial by the Tattoo Review Committee, may submit an IDM to the Chief of Police, for a final determination.

NOTE: A written response of the appeal will be provided to the member within 7 business days of the request to the Chief of Police for appeal.

VI. TATTOO REVIEW COMMITTEE

- A. Comprised of three members of the Staff, exempt status, and two members of the Police Benevolent and Protective Association, Unit #5. One member of the Staff will act as Chairperson and will vote only in case of a tie.
 - 1. Use the prohibitions provided above to approve a members' request to have their tattoo(s) and/or markings visible while they are working or deny the request if they are found to be inappropriate or offensive.
 - 2. Review tattoos and/or markings of applicants that may be visible while working for the Department, prior to applicants receiving final offers of employment. These reviews will be conducted to advise applicants if their tattoos or markings are eligible for approval to be visible while working.

Ken Scarlette, Chief of Police

Reviewed for Legal Sufficiency: Emily Fancher, Assistant Corporation Counsel

SPRINGFIELD POLICE DEPARTMENT
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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 and fail to comply with the determination of the Tattoo Review Committee, I am subject to disciplinary action up to and including termination.

Signature

Date