



**DATE:** November 6, 2023

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

**FROM:** Ronald Davis  
Director of Public Safety

**RECOMMENDATION:** Recommend approval of an Ordinance amending the Public Safety Department Policies and General Orders Manual (“Manual”) General Order ADM 11 – Personal Appearance and Uniform Regulations.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** There is no immediate financial impact.

**BACKGROUND:** Currently, the Manual does not allow for visible tattoos or body art. It is recommended that Order ADM-11 – Personal Appearance and Uniform Regulations be updated to allow for visible tattoos in certain circumstances and in accordance with guidelines and restrictions that prohibit offensive material and any offensive body art that is discriminatory towards protected classes. This change is recommended to adapt to our current social climate and will allow for a broader recruitment base.

The proposed revisions to General Order ADM-11 -Personal Appearance and Uniform Regulations are included as Exhibit A to the proposed Ordinance.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Administration, Director of Finance, Manager of Board Operations, Corporate Counsel.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING THE PUBLIC SAFETY DEPARTMENT POLICIES  
AND GENERAL ORDERS MANUAL**

**WHEREAS**, the Lake County Forest Preserve District has approved the Public Safety Department Policies and General Orders Manual, which includes general orders governing the conduct of the District’s police force (the “Manual Orders”); and

**WHEREAS**, it is in the best interests of the District to amend General Order ADM-11 of the Manual, governing Personal Appearance and Uniform Regulations in substantially the form attached as Exhibit A;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2: Amended General Order.** Amended General Order ADM-11 Personal Appearance and Uniform Regulations, in the form attached hereto as Exhibit A is hereby approved.

**Section 3: Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2023.

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



LAKE COUNTY FOREST PRESERVE DISTRICT  
PUBLIC SAFETY DEPARTMENT

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**SUBJECT**

PERSONAL APPEARANCE AND  
UNIFORM REGULATIONS

**SECTION CODE**

ADM 11

**DATE OF ISSUE**

11/15/2023

**EFFECTIVE DATE**

11/15/2023

**REVIEW DATE**

11/15/2023

**CANCELS**

All Previous Orders in Conflict

**DISTRIBUTION**

All Personnel

Accreditation Standards: OPR.01.05, OPR.07.01, ADM 19.01, ADM 19.03

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**I. PURPOSE**

The purpose of this order is to establish the standards of uniform dress and authorized equipment for sworn officers and uniformed civilian personnel.

**II. POLICY**

The Lake County Forest Preserves Public Safety Department believes that all staff must maintain a high standard of grooming and cleanliness. These qualities reflect a dedication to public service and present a professional image to the constituents we serve.

**III. DEFINITIONS**

**BODY ART:** A permanent alteration to the body's appearance resulting from a procedure including, but not limited to, tattooing, branding, scarification, subdermal implants, tongue splitting, transdermal implants, and the application of permanent cosmetics.

**IV. PROCEDURES**

**A. UNIFORM GUIDELINES**

1. All sworn officers and uniformed civilian personnel of the Lake County Forest Preserves Public Safety Department are governed by this order.

2. All sworn officers and uniformed civilian personnel, while on duty, shall wear the prescribed uniform, except:
  - a. When on special assignment and authorized by a commanding officer;
  - b. When making a court appearance, outside of regular duty the uniformed employee may wear slacks and dress jacket and tie, or a suit in lieu of a uniform;
  - c. When making public appearances and authorized by a supervisor who will determine proper dress for the appearance;
  - d. When assigned to criminal investigations with task forces or specialized law enforcement groups and directed by the Director of Public Safety;
  - e. When attending training employees may wear business casual which includes slacks or jeans, and collared shirts.
3. Uniforms, or civilian attire shall be neat, clean, pressed, and maintained free of damage, holes and tears. Shoes, leather gear and metal parts shall be clean, polished, and maintained free of damage, holes and tears.
4. All officers assigned to plain clothes (civilian attire) duties shall wear the appropriate clothes for the assignment and possess their issued identification and badge. Officers will display their badge in a conspicuous location on their person when involved in incidents where quick identification is necessary for the safety of the plain clothed officer and others.
5. All officers off-duty electing to carry an off-duty weapon shall carry their issued identification and badge and when possible keep the weapon concealed from public view.

**B. UNIFORM DESCRIPTIONS**

**1. CLASS "A" UNIFORM**

- a. Tan long sleeve or short sleeve button down uniform shirt with department patches, name plate, and badge. Officers may wear their department awards with their class A uniform. Command officers have the option of wearing white or tan colored shirts. Uniformed civilians will wear a grey colored shirt. Short sleeve shirts will be worn with plain black or white tee shirt. No tee shirts will display any logos or brands that may be seen by the public. Long sleeve shirts will be worn with clip on tie or mock turtleneck.

- b. Green dress trousers with black stripe running down each outer seam and a black leather basket weave belt with a silver buckle for officers and civilian and a brass buckle for sergeants, commanders and director.
- c. An authorized black jacket or coat displaying department patches, name plate, and badge may be worn during cold and inclement weather.
- d. An authorized black rain jacket may be worn in rainy or inclement weather.

## 2. CLASS "B" UNIFORM

- a. Long sleeve or short sleeve tan polo shirt with embroidered name and badge. Command officers have the option of wearing white or tan. Short sleeve shirts will be worn with black or white tee shirt. Uniformed civilian employees will wear a grey colored shirt. Class "A" uniform shirts may be worn with the class B tactical pants.
  - b. Officers will wear green multi-pocket olive drab green or black tactical pants
- 3. An authorized black jacket, coat or sweater displaying department patches, name plate, and badge may be worn during cold and inclement weather.
  - 4. An authorized two color, black and safety green, rain jacket may be worn in rainy and inclement weather.

## C. CLOTHING REQUIREMENTS FOR TRAINING CLASSES

Class "A" or "B" uniforms or business casual attire will be worn to all classroom training classes unless otherwise instructed. Outer wear will be pressed, clean, and undamaged, Clothing worn for training will not display any logos or brands. Footwear will be either dress shoes or athletic shoes. No flip flop style shoes will be worn to training.

## D. DRESS UNIFORM

All officers will conform to the following standards for Dress Uniform:

- 1. Command officers will wear white or tan long sleeve class "A" shirt and officers will wear tan long sleeve class "A" uniform shirt with a black tie.
- 2. Green dress trousers with black stripe running down each outer seam and a black leather basket weave belt with a silver buckle for officers and civilian and a brass buckle for sergeants, commanders and directors.

3. Green dress coat with department patches on both sleeves, badge, and name tag displayed. Commanders will display two gold piping and directors will display three gold piping around the lower sleeves of the dress coat. Employees may wear their department commendations on their dress coat.
4. Green campaign hat with silver band and acorns for officers and uniformed civilians and gold band and acorns for supervisors, commanders, and directors and hat badge star in silver for officers and uniformed civilians and gold for supervisors, commanders and directors.
5. Employees will only wear authorized footwear.
6. The name plate shall be displayed 1/8" above the right pocket flap.
7. Approved department awards may be displayed 1/8" above the nameplate on the right side of the coat. As identified in the awards policy. The highest awards shall be displayed on the top or right. Awards shall not exceed three across.
8. Any approved weapon may be worn underneath the coat. Minimal duty items such as handcuffs, extra magazines, etc. may be worn as long as they do not present a bulky appearance.
9. Mourning bands may be worn when appropriate and will be fixed horizontally across the middle of the badge.

E. APPEARANCE

It is the duty of each member to maintain a neat and clean appearance at all times while on duty. Uniforms shall be kept neatly pressed and clean and all leather accessories shall be kept dyed and polished. Officers will wear the proper uniform and have the necessary equipment to complete their mission when reporting for duty. No articles shall be worn or carried exposed upon the uniform. No jewelry, with the exception of no more than two rings or one bracelet per arm shall be worn exposed on the body.

- a. Necklaces and neck chains of small diameter are permitted if they do not hold multiple or lengthy attachments, can be worn under the officer's uniform and would not create a safety risk.
- b. Employees may wear conservative, small, earrings that do not extend below the earlobe.
- c. Conservative design eyeglasses and sunglasses may be worn but mirrored sunglasses are prohibited.
- d. Exceptions to this policy may be made for officers working undercover assignments or for specialized assignments as

authorized by a supervisor.

F. PHYSICAL AND MENTAL CONDITION

1. Officers shall maintain themselves in good physical condition in order to handle the duties of a law enforcement officer. No officer shall report for duty:
  - a. If they are physically or mentally fatigued to the point where their judgement, emotional, or physical abilities are impaired; or
  - b. While under the influence of alcohol or chemical substances that may impair judgment, emotional stability, or physical abilities. These substances include prescription and non-prescription medications or illegal or designer drugs. An officer receiving a prescription from a physician or other medical personnel shall specifically request of the issuing person whether or not the prescription will interfere with judgment, emotional stability, or physical abilities. The officer shall use this information in their decision to report for duty.

G. HAIRCUTS, SHAVES/GENERAL APPEARANCE

1. All personnel shall be well groomed, clean and maintain personal hygiene while on duty. Should incidents result in soiled clothing, unsanitary conditions, or a disheveled appearance, corrective measures shall be taken as soon as reasonably possible.
2. Male uniformed personnel's hair shall not touch the shirt collar nor extend over the ear or protrude over the sides of the uniform hat and also not interfere with the proper wearing of the uniform hat. It shall be cut at the sides and back so as to present an evenly graduated appearance. Hair coloring is permitted only in natural hair colors. Wigs, if worn, must look natural and conform to all of the above listed regulations. Unconventional hairstyles are not permitted.
3. Male uniformed personnel's face may be shaven or have moustaches, goatees or beards. A moustache, goatee or beard if worn, will be neatly trimmed and not extend below the corner of the mouth. Beards will be permitted and shall not exceed one-half inch in length.
4. Female uniformed personnel shall be well groomed at all times and shall meet the following minimum standards. The hair shall be neatly shaped and arranged in a professional style. Elaborate hairstyles that do not allow for the wearing of head gear such as helmets, gas masks, hats, etc., are prohibited. While in uniform, conspicuous barrettes, pins and combs shall not be worn in the hair. Long hair is allowed as long as it is worn up and secured while on duty. In all cases, hair styles shall allow officers to securely wear the uniform hat. Braids, ponytails, and similar styles are



prohibited. Wigs, if worn, must look natural and conform to all of the above listed regulations. Makeup shall be conservative and natural looking and applied so as to blend with skin tone. Heavy makeup for eye lids and face is not permitted, nor are false eyelashes.

5. If fingernail polish is worn it must be neat in appearance with the entire nail covered. Fingernails shall be clean and neatly cut at all times and not extend more than one-quarter inch beyond the fingertip. Jewelry or ornamentation on fingernails is prohibited.
6. Transgender employees shall be held to the grooming standards of their gender expression.
7. This department's chief executive, or his designee, has the final authority in determining acceptable standards for personnel grooming and appearance.

#### **H. TATTOOS/BODY ART OR MODIFICATION**

1. Body art on the face and exposed neck is prohibited.
2. Body art that is gang related; that conveys sexual, racial, religious, ethnic, or related intolerances; that promotes a partisan political statement or expression; or that advocates discrimination based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, genetic information or background, marital status, military status or that portrays derogatory or offensive characterizations contrary to the values of this department is prohibited.
3. Intentional, non-medical body modifications that cannot be concealed or eliminated, such as split tongues, gauged piercings, tongue studs, and facial implants, are prohibited. Any piercings (in addition to those listed in the previous sentence) that cannot be concealed by clothing, must be removed while on duty or in uniform.
4. Body art located anywhere on the body that evidences bias, prejudice, or intolerance to a person based on that person's race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, disability, genetic information or background, marital status, or military status is prohibited.
5. Dental ornamentation such as gold, platinum, silver, or other veneer caps for the purpose or ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, logos, jewels, initials, etc. Unnatural shaping of the teeth for nonmedical reasons is prohibited.
6. In addition to the express prohibitions above, the Director of Public Safety may require an officer who is on duty or representing the Department in any

official capacity to conceal any tattoo or body art that is offensive or that is prejudicial to good order, discipline, and morale.

7. The Director of Public Safety may allow for exceptions to this procedure at any time, in any assignment. For example, exceptions may be made for permanent makeup (e.g. eyeliner, lip liner) that conforms to the makeup guidelines found in this order.

## I. WEARING OF THE UNIFORM

The following regulations will apply to all sworn and uniformed personnel, while in uniform.

### 1. HAT

- a. The hat will be worn in such a manner that the lower most part of the hat bill will be on a line horizontal with the eyebrows.
- b. All department approved hats must be worn with the bill of the hat facing forward.
- c. Hats showing wear or fading of colors shall be deemed unserviceable and will be discarded and replaced.

### 2. SHIRTS

- a. The long sleeve shirt will be worn with a tie or open collar with mock turtleneck. Shirt sleeves will always be buttoned at the cuff and never rolled up at the wrist.
- b. Short sleeve shirts will be worn without a tie.

### 3. TIES AND TIE BARS

- a. Ties worn by department uniformed personnel shall be the official departmental specified tie. No other color or style will be permitted.
- b. The official department specified tie bar will be the only tie bar permitted. Tie tacks, IPA, or other insignia tie bars shall not be worn. The tie bars will be worn at a point on the tie parallel to the bottom of the shirt pocket flap when the flap is closed.
- c. Officers above the rank of patrol officer will wear gold tie bars and other personnel will wear silver tie bars.

4. TROUSERS

- a. All trousers will be of a length that allows the cuff to touch the top of the shoe at the laces. Any lesser length will not be permitted.
- b. Trousers will be clean and pressed at all times and will not be worn if showing signs of wear.

5. SHOES AND SOCKS

- a. Shoes or boots shall be black in color. Shoes or boots are allowed to be high gloss finish, man-made leather, or leather with leather or rubber soles and rubber heels. Shoes shall be kept clean, shined, and in good repair.
- b. Socks shall be white or black in color.

6. EMBLEMS AND INSIGNIA

- a. With the exception of raincoats, all outer garments and shirts of the prescribed police uniform will have affixed to them an official Lake County Forest Preserves Public Safety Department shoulder patch on each sleeve. All uniformed personnel shall wear on the class "A" uniform shirt, the prescribed name plate with their last name engraved on it. Name tags shall be worn on all dress uniform jackets. Uniformed personnel below the rank of sergeant will wear a silver colored name plate; all others will wear a gold name plate.
- b. A police star real or embroidered issued to a uniformed officer shall be worn on all outer garments while on duty. Uniform shirts and jackets have tabs for the wearing of the star or shield and they shall be worn on these tabs.
- c. The designation of rank insignia shall be worn as prescribed. Sergeants shall wear 3 stripe chevrons on each sleeve of all long sleeve uniform shirt and on all jackets, excluding rain wear. Sergeants shall wear gold, 3 stripe chevron collar pins on the collars of all short sleeve uniform shirts.
- d. Above the rank of sergeant, uniformed personnel shall wear rank designation on the collars of each shirt and on the epaulets of each jacket.
- e. Officers receiving meritorious awards may wear the award's designated ribbon over the officer's name plate, in compliance with Policy ADM 04.
- f. No other insignia, pins, charms, etc., may be worn on the uniform

except those outlined in this general order, unless with the expressed permission of the Director of Public Safety.

J. EQUIPMENT

1. PROTECTIVE BODY ARMOR

The department requires that officers working a patrol assignment in uniform shall wear their protective body armor provided by the department. Investigators and administrative personnel should keep their vests ready for deployment at all times while on duty.

- a. While body armor is highly recommended, it need not be worn with the dress uniform.

2. HANDCUFFS

Handcuffs are to be modern Smith and Wesson, Peerless, or ASP type and key.

3. PEN

Personal preference, but with black ink.

4. FLASHLIGHT

Personal preference and/or flashlight issued by the department.

5. BATON

The baton shall be of the type, material, and size authorized by the department.

K. UNIFORM INSPECTIONS

1. All components of the Department shall conduct regular line inspections so that conditions, situations, actions contribute to the success or failure of police operations are exposed through careful review.

- a. All supervisors are responsible for conducting inspections of personnel, equipment, property, and activity that falls within the scope of their immediate command or control at least quarterly, unless otherwise specified.
- b. All personnel are subject to visual inspection to ensure that their physical appearance complies with both uniform and grooming standards.
- c. Direct and indirect observation of employee activity will be utilized

to ensure compliance with department standards.

- d. All supervisors are responsible for conducting inspections of personnel, equipment, property, and activity that falls within the scope of their immediate command or control at least quarterly, unless otherwise specified.
- e. When conducting line inspections, supervisors who discover an infraction will initiate immediate corrective action. Serious infractions will be documented on Departmental correspondence and forwarded via the chain of command to the appropriate Commander. Included in this correspondence will be the date and time of the infraction, a description of the infraction, and a statement of the corrective action taken or needed.
- f. Supervisors who take or recommend corrective measures will be responsible for making follow-up checks within 7 days to ensure that the infraction has been resolved satisfactorily and in a timely manner.
- g. Supervisors shall also document and commend Department members who regularly exceed standards.
- h. Shift supervisors have, as one of their responsibilities, the duty to ensure that their personnel are in compliance with uniform guidelines and appearance standards. This is a daily responsibility and will continue in addition to the following policy.

EFFECTIVE DATE

The effective date of this order, **PERSONAL APPEARANCE AND UNIFORM REGULATIONS**, is 11/15/2023. ADM 11

\_\_\_\_\_  
Ronald J. Davis  
Director of Public Safety

DISTRIBUTION:

All units, sworn and civilian personnel

I have read the above order and fully understand it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date