

Glendale Heights Police Department

GENERAL ORDER # 1305

SUBJECT: Code Of Appearance

ACTIVE DATE: 11-04-2019

RESCINDS: GO #1305, issued 05-04-2018

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Uniform Request Form

.01 Purpose

The purpose of this order is to outline the required manner of dress for all Department members. This order specifies items to be worn by uniformed officers, clothing requirements for plainclothes members, and outlines the proper manner of wearing prescribed clothing. This order further addresses the standard of the uniform, specifications, and lists authorized and non-authorized item(s) members may or may not have in their possession.

.02 CALEA Standards

26.1.1, 41.3.4

.03 Policy

The Glendale Heights Police Department is committed to presenting a professional image in its service to the community, in order to permit immediate public recognition, engender public confidence, respect and voluntary compliance, and maintain Department discipline and uniformity. Department personnel project professionalism, discipline, esprit-de-corps, and efficiency through their uniform, the manner in which it is worn and maintained, and their personal grooming. Only items listed in this order as authorized uniform components or acceptable accessories shall be worn/carried by on-duty members.

.04 Definitions

Class A Uniform—Dress uniform.

Class B Uniform—Uniform of the day.

Sworn Member—Includes full time and part time sworn police officers.

ORDER

.10 General Requirements

A. Members of the Glendale Heights Police Department shall convey an appearance of neatness, and shall keep all clothing clean. Any member, while on duty, shall not wear sloppy or soiled clothing.

B. All sworn members shall have available at all times on duty a serviceable Class B uniform and the necessary equipment to perform uniformed field duty. All members assigned to the Operations Division shall keep a spare Class B uniform in their equipment lockers, in case their regular uniform becomes unusable during their duty shift.

C. The uniform or any identifiable part thereof, shall not be worn:

1. While off duty (except when traveling directly to and from work, training, court, or authorized special details).
2. During a period of suspension.

D. Members shall adhere to the guidelines as set forth in this order and when in doubt, consult with their immediate supervisor or commanding member before wearing any item or carrying any piece of equipment not specifically mentioned herein.

.15 In Possession While On-Duty—Sworn Members

A. The following items are required to be carried by sworn members while on duty:

1. Valid Commission Card
2. Valid Illinois Drivers License
3. Illinois Firearm Owner's Identification Card
4. Two (2) separate handcuff keys
5. One (1) set of handcuffs
6. Badge(s)
7. Duty weapon and ammunition, as issued
8. ASP baton and Cap-Stun spray, if certified (optional for Command members, and plainclothes investigators)
9. Disposable protective gloves (optional for Command members, and plainclothes investigators)
10. Time keeping device, properly working
11. Tourniquet

.16 In Possession While On Duty—Community Service Officers

A. While on duty, Community Service Officers shall have the following items in their possession:

1. Village employee identification card
2. Valid Illinois driver's license
3. Department issued silver badge(s) and double-lined nameplates
4. Disposable protective gloves
5. Time keeping device, properly working

.20 Prohibited While On-Duty—All Members

A. The following items are prohibited while on duty:

1. Visible body piercing(s) including tongue piercing.
2. Earrings (Female members may wear no more than (1) one earring on each ear, on the lobe only; small button/ball type. Hoop and/or dangling earrings are prohibited.)
3. Exposed necklaces outside of the shirt collar. (Only one necklace, maximum width ¼", may be worn, only if it is within the collar of the shirt)
4. Rings (One ring or wedding/engagement ring combination may be worn on one finger of each hand)
5. Dental ornamentation. The use of gold, platinum or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, shall not be ornamented with designs, jewels, initials, etc. Waivers may be requested from the Chief of Police for prior existing dental ornamentation.
6. Wearing of novelty, special effect, or decorative contact lenses.
7. Religious headwear, including yarmulkes, turbans, hijabs, khimars, headscarves, veils, etc.
8. Electric prods (stun-type) or batons
9. Brass knuckles, switchblades, and/or nunchakus
10. Saps, blackjacks, sap gloves, or any type of weighted or loaded nightsticks
11. Gimmick, slogan, or political buttons except as follows:
 - a. If authorized for wear by division heads on a temporary basis. All requests and approvals must be in writing.
 - b. Members are restricted to wearing a maximum of two (2) authorized pins, which shall be worn as indicated in Exhibit A.
 - c. Department awards or other pins as authorized by GO #1310.
12. For sworn members, any personal firearm that a member has not qualified with and has not been approved by a Department range officer.
13. For sworn members, bracelets, except medical alert type

.25 Tattoos

Due to the service orientated nature of this organization, all employees must present a professional image and eliminate any appearance that may be misconstrued as offensive or unprofessional. All visible tattoos shall be covered by the Department uniform or an arm sleeve (navy blue or black in color).

.26 Mutilation

A. Intentional body mutilation, piercing, or scarring that would be visible while in uniform or civilian clothing is prohibited. Some examples are:

1. A split or forked tongue
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)
4. Intentional scarring

.30 Grooming Standards—Sworn Members and Community Service Officers

A. Male sworn and Community Service Officer members shall be groomed as follows:

1. All hairstyles, regardless of length, shall be neatly groomed and trim, and will not hang over the back of the shirt collar while the member is standing upright.
2. Hair on the side of the head shall not be longer than the midpoint of the ear; at no time shall the ears be completely covered by hair.
3. The length, bulk, or appearance of hair will not be excessive, unkempt, cut, or styled in a manner that would discredit or embarrass the Department. Hair coloring, if used, must look natural.
4. Sideburns will not exceed below the midpoint of the ear and shall not be wider than 1¼ inches at any point.
5. Mustaches, if worn, will be neatly trimmed and will not extend beyond the corners of the mouth.
6. Beards and goatees are prohibited; the face will be clean-shaven except for the sideburns and mustache, if worn.
7. Fingernails will be clean and neatly trimmed. No fingernail polish shall be worn.
8. Members assigned to special details may be allowed to deviate from this order with prior approval of the appropriate Deputy Chief of Police.

B. Female sworn and Community Service Officer members shall be groomed as follows:

1. All hairstyles, regardless of length, shall be neatly groomed and trim. Hair will be styled so it does not exceed the bottom edge of the back of the shirt collar.
2. Any member who wishes to maintain a longer hairstyle shall arrange hair in such a manner that the hair is pulled away from the face, and shall not exceed the collar in the back so as not to contradict the above.
3. The length, bulk, or appearance of hair will not be excessive, unkempt, cut, or styled in a manner that would discredit or embarrass the Department. Hair coloring, if used, must look natural.
4. Cosmetics and nail polish will be conservative and natural looking. Fingernails will be clean and neatly trimmed.
5. Members assigned to special details may be allowed to deviate from this order with prior approval of the appropriate Deputy Chief of Police.

.31 Grooming Standards—Civilian Members

A. Male civilian members shall be groomed as follows:

1. Hair will be kept in a clean and neat manner.
2. The length, bulk, or appearance of hair will not be excessive, unkempt, cut, or styled in a manner that would discredit or embarrass the Department. Hair coloring, if used, must look natural.
3. Mustaches and sideburns, when worn, must be neatly trimmed. No beards are permitted.
4. Fingernails will be clean and neatly trimmed. No fingernail polish shall be worn.

B. Female civilian members shall be groomed as follows:

1. Hair will be kept in a clean and neat manner.
2. The length, bulk, or appearance of hair will not be excessive, unkempt, cut, or styled in a manner that would discredit or embarrass the Department. Hair coloring, if used, must look natural.
3. Cosmetics and nail polish will be conservative and natural looking. Fingernails will be clean and neatly trimmed.

.40 Class A Dress Uniform—All Members

A. When sworn members are required to wear the Class A Dress Uniform, such uniform shall consist of the following:

1. Department issued navy blue long sleeve shirt, which shall display the following:
 - a. Department issued GHPD patch, one (1) on each sleeve
 - b. Department issued silver pocket and epaulet buttons
 - c. Department issued silver badge and GHPD collar insignias as indicated in Exhibit A
 - d. Department issued silver single lined nameplate
 - e. Department awards as authorized by GO #1310
2. Department issued navy blue tie and silver tie clip as indicated in Exhibit A. The top shirt button shall be buttoned.
3. Department issued navy blue trousers (no cargo-style pants)
4. Black clarino oxford shoes, shined
5. Navy blue or black socks
6. Department issued weather-appropriate jacket which shall display the following:
 - a. Department issued GHPD patch, one (1) on each sleeve
 - b. Department issued silver pocket and epaulet buttons
 - c. Department issued silver badge
 - d. Department issued silver single lined nameplate
7. Department issued five star hat and silver hat shield or mouton, when weather dictates
8. Whistle
9. Black gloves, when weather dictates

B. Supervisory members shall comply with the same dress uniform as indicated above, with the following exceptions:

1. White long sleeve shirt with one (1) GHPD patch on each sleeve, subject to the discretion of the Chief of Police or designee
2. Blue dress-coat/blouse, subject to weather conditions. If the blouse is worn, white short sleeve shirts with tie and tie clip may be worn.
3. Gold pocket and epaulet buttons, badge, nameplate, appropriate collar insignias, tie clip, hat shield, and belt buckle.
4. Sergeants shall display sergeant chevrons, one (1) on each sleeve, of Department issued long sleeve shirts and dress-coat/blouse.

.45 Class B Short Sleeve Uniform Dress Code—Sworn Patrol Members

A. The Class B Short Sleeve uniform, excluding leather gear (section .80), shall consist of the following items:

1. Department issued navy blue short sleeve shirt, with only one (1) button opened at the collar, which shall display the following:
 - a. Department issued GHPD patch, one on each sleeve
 - b. Department issued silver pocket and epaulet buttons
 - c. Department issued silver badge and GHPD collar insignias as indicated in Exhibit A
 - d. Department issued silver single lined nameplate
 - e. Department awards as authorized by GO #1310

2. White or black v-neck or crew neck t-shirt (supplied by member). The t-shirt's sleeves must not extend or be visible past the sleeves of the uniform shirt
3. Department issued navy blue trousers or optional cargo-style pants
4. Department issued spring jacket, which shall display the following:
 - a. Department issued GHPD patch, one (1) on each sleeve
 - b. Department issued silver pocket and epaulet buttons
 - c. Department issued GHPD badge patch
 - d. Department issued silver single lined nameplate
5. Black or navy blue socks; white socks are authorized when wearing boots (socks supplied by member)
6. Department issued five star hat and silver hat shield
7. Department approved black shined shoes—clarino oxford, running style, or polished boot; all must have a plain toe
8. Department issued spring/fall jacket, when needed
9. Department issued body armor
10. Department approved body armor (vest) carrier
11. Whistle

B. Supervisory members shall comply with the above uniform but shall display gold pocket and epaulet buttons, badge(s), appropriate collar insignias, nameplates, hat shield, and belt buckle. Command members may opt to wear the Department issued white short sleeve shirt in lieu of the navy blue short sleeve shirt, with approval of the Chief of Police. Sergeants shall display sergeant chevrons, one on each sleeve, of Department issued short sleeve shirts.

.50 Class B Long Sleeve Uniform Dress Code—Sworn Patrol Members

A. The Class B Long Sleeve uniform, excluding leather gear (section .80), shall consist of the following items:

1. Department issued navy blue long sleeve shirt, which shall display the following:
 - a. Department issued GHPD patch, one (1) on each sleeve
 - b. Department issued silver pocket and epaulet buttons
 - c. Department issued silver badge and GHPD collar insignias as indicated in Exhibit A
 - d. Department issued silver single lined nameplate
 - e. Department awards as authorized by GO #1310
2. Department issued navy blue tie and silver tie clip as indicated in Exhibit A (optional).
 - a. If a tie is worn, the top shirt button shall be buttoned.
 - b. If no tie or turtleneck is worn, the long sleeved shirt shall have its top button open, and only a white or black v-neck or crew neck t-shirt shall be visible.
3. Department issued navy blue trousers or optional cargo-style pants
4. Department approved black shined shoes – clarino oxford, running style, or polished boot; all must have a plain toe– rubber boots supplied by member may be worn during inclement weather
5. Navy blue or black socks; white socks are authorized when wearing boots (socks supplied by member)
6. Department issued spring jacket, which shall display the following:
 - a. Department issued GHPD patch, one (1) on each sleeve
 - b. Department issued silver pocket and epaulet buttons
 - c. Department issued GHPD badge patch
 - d. Department issued silver single lined nameplate
7. Department issued weather appropriate jacket, which shall display the following:
 - a. Department issued GHPD patch, one (1) on each sleeve
 - b. Department issued silver pocket and epaulet buttons
 - c. Department issued silver badge
 - d. Department issued silver single lined nameplate

8. Department issued five star hat or mouton, and silver hat shield
9. Department issued body armor
10. Department approved body armor (vest) carrier
11. Department issued navy blue sweater, displaying one (1) GHPD patch on each sleeve, and appropriate GHPD badge patch
12. Whistle
13. Black gloves (supplied by member)
14. Black or navy blue scarf (supplied by member)
15. Navy blue Elbeco turtleneck (or other Department issued turtleneck) with an embroidered “GHPD” insignia may be worn in place of a tie. Embroidered $\frac{3}{4}$ ” “GHPD” insignia will be gold for sworn members and silver for community service officers and shall be offset, to the left, on the turtleneck.

B. Supervisory members shall comply with the above uniform but shall display gold pocket and epaulet buttons, badge(s), appropriate collar insignias, nameplates, tie clip, hat shield, and belt buckle. Command members may opt to wear the Department issued white long sleeve shirt in lieu of the navy blue long sleeve shirt, with approval of the Chief of Police. Sergeants shall display sergeant chevrons, one on each sleeve, of Department issued long sleeve shirts.

.52 Vest Carriers

A. External body armor (vest) carrier must be the same color as the Department uniforms and shall display the following:

1. Department issued silver or gold (dependent on rank) pocket buttons.
2. Department issued silver or gold (dependent on rank) badge.
3. Department issued silver or gold (dependent on rank) single lined nameplate. An embroidered name tag consisting of the officer’s last name is authorized in place of the Department issued nameplate. No additional writing is allowed on the carrier, including, but not limited to the word “POLICE” on the back, whether embroidered onto the carrier or added as a removable patch.
4. Department authorized awards (see GO#1310).

B. External body armor (vest) carriers may display the following items:

1. Up to three tactical pouches are allowed to be added to the carrier.
2. Half of the lower front portion of the carrier can be MOLLE loops, which count as one pouch.
3. Radio holders are allowed to be added to the carrier and constitute one pouch,
4. Hidden pockets are allowed on the top and lower portions of the carrier, and do not constitute a pouch.
5. No weapons or ammunition are allowed to be carried on the carrier with the exception of Tasers and OC aerosol restraint spray.

.55 Authorized Apparel and Equipment (Supplied by Member)

A. The following items, while not issued by the Department, are authorized to be worn:

1. Sunglasses—shall be conservative military or aviator-style. Mirrored sunglasses, sunglasses with bright or pastel colors, and sunglass neck ropes are prohibited.
2. Second pair of handcuffs—must be encased on Sam Browne belt or outer vest carrier. Members shall not utilize handcuff straps to carry handcuffs.
3. Knives—A pocket knife with a blade not exceeding four (4) inches in length, may be carried as a utility tool. Knives must not be visible (a closed knife case on the Sam Browne belt is permissible). The carrying of switchblades is strictly prohibited. Pocket knives are NOT an authorized weapon, nor a component of the Use of Force Continuum, unless deadly force is authorized.
4. Multi-Tool—A Leatherman or other type of multi-tool may be carried as a utility tool, but may not be visible.

5. Gloves—shall be black. Members engaged in activities that place them in any situation where they may be directing vehicular and/or pedestrian traffic may wear high visibility gloves.
6. Military Service Pin—Branch insignia of military veterans only, worn on shoulder radio strap.

.56 Options for Weather Conditions

Members may wear either the Class B Short Sleeve *or* Long Sleeve Uniform based upon weather conditions and their personal comfort level. The uniform the member chooses to wear for the day must conform to Department policy for that uniform, e.g. no short sleeved shirt with a weather appropriate coat.

.57 Attire for Court Appearances

A tie and tie clip or turtleneck shirt are required to be worn with Class B Long Sleeve Uniform shirts when attending court.

.58 Classroom Attire

Members attending training classes shall wear the Class B uniform. When training indicates that casual attire is appropriate, dress shall be appropriate and tasteful casual wear, e.g. khaki pants, sweaters, or polo type shirts. Shorts, t-shirts, muscle shirts, sandals and tennis shoes are not appropriate attire. Members attending physical training classes may wear jeans, t-shirts or athletic style clothing.

.59 5.11 Uniforms

When wearing Department issued Class B 5.11 brand (poly-wool) uniforms, officer shall wear both 5.11 pants and shirts together. Officers may not mix 5.11 shirts or pants with the standard issue shirts or pants.

.60 Uniform Dress Code—Support Division and Technical Services Members

A. Sworn officers assigned to the Support Division and the Technical Services Unit shall comply with the guidelines set forth in this order under the Class B Short Sleeve *or* Long Sleeve Uniform Dress Code—Sworn Patrol Members, or may dress in a manner appropriate to business office attire when authorized by the Chief of Police or designee. Sworn officers may opt to wear body armor.

B. Civilian members assigned to the Support Division shall comply with the guidelines set forth in this order under Class B Short Sleeve *or* Long Sleeve Uniform Dress Code—Civilian Members, or may dress in a manner appropriate to business office attire when authorized by the Chief of Police or designee.

.65 Uniform Dress Code—Community Service Officers

A. Community Service Officers shall comply with the guidelines set forth in this order under the Class B Short Sleeve *or* Long Sleeve Uniform Dress Code—Sworn Patrol Members, with the following exceptions:

1. Uniform shirts, jackets, and sweaters must display the “Community Service Officer” patch on the right breast shirt pocket, centered at the top edge of the pocket cover flap or centered below the nameplate area (see Exhibit A).
2. Department issued silver double-lined nameplate shall be displayed.
3. Community Service Officers may wear a weather appropriate jacket while wearing the Class B Long Sleeve Uniform.

.68 Uniform Dress Code-Part Time Officers

Part time officers shall comply with the guidelines set forth in this order under the Class B Short Sleeve *or* Long Sleeve Uniform Dress Code-Sworn Patrol Members.

.70 Uniform Dress Code—Auxiliary Officers

A. While on-duty and in uniform, Auxiliary Officers shall comply with the guidelines set forth in this order under the Class B Short Sleeve *or* Long Sleeve Uniform Dress Code—Sworn Patrol Members, with the following exceptions:

1. All shirts worn by Auxiliary Officers shall be light blue in color
2. Auxiliary Officers shall wear the Department issued weather appropriate jacket.

.75 Class B Short Sleeve or Long Sleeve Uniform Dress Code—Civilian Members

A. The Class B uniform for civilian members is required for civilian members assigned as office supervisors, secretaries, office technicians, Police Records Technicians, Police Services Specialists, the CALEA Accreditation Coordinator and the Evidence Officer. The uniform shall consist of the following items:

1. The Department issued navy blue short sleeve *or* long sleeve shirt shall consist of a polo-style shirt with embroidered lettering. The polo-style shirt shall not have patches, “P” buttons, ornamentation or nameplate. The polo-style shirt shall be worn with only one button opened at the collar.
2. White v-neck or crew-neck T-shirt
3. Department issued navy blue trousers
4. Department issued black basket weave belt with silver belt buckle, when belt loops are provided
5. Black shined shoes with a heel not exceeding 1” in height; running style leather shoes are acceptable
6. Black, navy blue, or flesh tone socks or hosiery (supplied by member)
7. Department issued navy blue sweater

B. Office supervisors and administrative secretaries shall comply with the above uniform guidelines but shall display gold embroidered lettering.

C. Civilian members assigned as office supervisors, secretaries, office technicians, Police Records Technicians and Police Services Specialists shall be provided uniforms after six (6) months of employment, at the discretion of their Deputy Chief of Police. If the civilian member leaves the employment of the Department prior to the end of his/her probation, he/she will be held liable for the cost of all supplied uniform items. After the issuance of uniforms, members may not opt to wear civilian clothing without prior permission from their Deputy Chief of Police.

.80 Leather Gear—All Members

A. All leather gear shall be basket weave, unless otherwise authorized, and must be kept neat and polished. All snaps and buttons attached to the leather gear must also be kept clean, polished, and shiny. Leather gear includes the following:

1. Trouser Belt—Administrative, Investigations, and Technical Services members may opt to wear a trouser belt only in lieu of the Sam Browne belt, provided these belts are basket weave. All other Patrol members must wear the Sam Browne belt.
2. Belt Keepers—While on duty, Patrol members shall at all times wear at least four (4) belt keepers to secure the Sam Browne belt to their trouser belt.
3. Duty Holsters—Sworn members shall utilize only Department authorized duty holsters, unless otherwise approved by the Chief of Police or designee. The chief’s secretary will maintain a list of authorized duty holsters, a copy of which will be included with the semi-annual Uniform Request form for reference purposes.
4. Duty Belt/Utility Pouches—Sworn members are required to wear the following Department issued items on the Sam Browne duty belt; all items except the radio holder shall be basket weave:
 - a. Holster
 - b. Handcuff Case
 - c. Magazine Case
 - d. Disposable Glove Pouch
 - e. Baton Holder
 - f. Radio Holder

5. Optional Pouches—Sworn members may elect to carry additional items as listed below on the Sam Browne duty belt, provided all items are basket weave:
 - a. Handcuff Case (or one double case)
 - b. Cap-Stun Case
 - c. Closed Knife Case
 - d. Flashlight Holder
 - e. Tourniquet Case

.85 Extreme Cold Attire

During periods of extreme cold, black insulated boots, black or navy blue watch caps, pullover ski masks which cover the face, or other functional items supplied by the member and approved by the Patrol Sergeant, may be utilized. Members may wear high visibility cold weather attire.

.90 Service Stripes—Sworn Members

A. Sworn members with five, ten, fifteen, twenty, and twenty-five years of service may opt to display the appropriate service stripe(s) patch on their uniforms. The service stripe patch may be added to the following uniforms:

1. The long sleeve uniform shirt, applied to the left sleeve
2. The long sleeve uniform, department issued jacket, applied to the left sleeve
3. The spring/fall uniform jacket, applied to the left sleeve

B. The twenty-five (25) and thirty (30) year service stripes and star(s) patch shall be worn with the service bars below the star(s), with the service bars closest to the wrist and the star(s) closest to the shoulder.

.95 Community Outreach Specialist

The Community Outreach Specialist shall, at all times, dress in a manner appropriate to business office attire, except when otherwise authorized by the Chief of Police or designee.

.100 Operations Division Members—Investigations

A. The Investigations Sergeant shall comply with all guidelines set forth in this order as indicated under the Investigations Unit Members—Detectives. All members listed under the Investigations Unit who are summoned to testify in court shall appear either in a suit or comply with the guidelines set forth in this order under the Class B Short Sleeve *or* Long Sleeve Uniform Dress Code—Patrol Members.

1. Investigations Unit Members—Detectives

- a. Although suits and ties are not mandatory, all detectives working during the hours of 0800—1600 shall dress in a manner appropriate to business office attire.
- b. Detectives working during the hours of 1600—2300, or called in after hours, may wear blue jeans (in good condition) with a casual dress, oxford or polo-type, shirt. Unless authorized by the Investigations Sergeant, sweatshirts and T-shirts are prohibited.
- c. During covert/special operations or crime scene processing, the Investigations Sergeant may authorize detectives to wear the Department issued Investigations Unit pullover shirt or sweatshirt and blue jeans (in good condition).
- d. Upon being assigned to the Investigations Unit, members will be issued Department authorized tactical ballistic vest carriers, specialized jackets, and baseball hats for use in tactical assignments. This does not apply to members on temporary assignment to the Investigations Unit.
- e. If, for any reason, a detective must wear a uniform, he/she will be required to comply with the guidelines set forth in this order under Class B Short Sleeve *or* Long Sleeve Uniform Dress Code – Patrol Members.

- f. With the exception of Department issued baseball hats, any items issued to members pursuant to their assignment to the Investigations Unit will be returned to the Investigations Sergeant at the end of the member's term in the unit.

2. Special Operations Unit Members

- a. Special Operations Unit members shall wear the Department issued Special Operations Unit pullover or sweatshirt, and Department issued black BDU style pants. In lieu of black BDU style pants and at their own expense, Special Operations Unit members may wear blue jeans or other business casual pants, with the approval of the Investigations Sergeant. Upon being assigned to this unit, members will be issued tactical ballistic vest carriers and specialized jackets.
- b. Members of the Special Operations Unit may wear a Department issued nylon duty belt with accessories similar to that of the leather duty belt issued to sworn patrol members. Members of this unit may wear a Department issued baseball hat. As part of their uniform, members of the Special Operations Unit will be required to wear black leather oxford shoes or boots designed for police use.
- c. Members on temporary assignment to the Special Operations Unit will be issued a limited number of the above wardrobe items necessary to comply with this order. All issued items will be returned to the Investigations Sergeant at the end of the member's temporary assignment.
- d. If, for any reason, a Special Operations Unit member must wear a uniform, he/she will be required to comply with the guidelines set forth in this order under Class B Short Sleeve *or* Long Sleeve Uniform Dress Code – Patrol Members.
- e. With the exception of shoes and baseball hats, any items issued to members pursuant to their assignment to the Special Operations Unit will be returned to the Investigations Sergeant at the end of the member's term in the unit.

3. DuMEG Detective

- a. The uniform requirements for members of the Investigations Unit are suspended for the detective assigned to the DuPage Metropolitan Enforcement Group (DuMEG). The member assigned to DuMEG will be required to comply with the uniform requirements established by DuMEG.

4. Federal Taskforce

- a. The uniform requirements for members of the Investigations Unit are suspended for the detective assigned to the Drug Enforcement Agency (DEA) Task Force. The member assigned to the DEA Taskforce will be required to comply with the uniform requirements established by the DEA.

5. School Resource Officer

- a. Sworn members assigned as a School Resource Officer will be required to comply with the guidelines set forth in this order under the Class B Short Sleeve *or* Long Sleeve Uniform Dress Code—Sworn Patrol Members. The Investigations Sergeant may authorize a School Resource Officer to deviate from wearing the uniform during special operations or after school functions.
- b. Sworn members assigned as a High School Resource Officer are permitted to wear business casual attire, e.g. khaki pants, sweaters, or polo type shirts. Jeans, shorts, t-shirts, muscle shirts, sandals and tennis shoes are not appropriate business casual attire.

.105 Bicycle Unit—All Members

A. Members of the bicycle patrol unit will be required to wear the following:

1. Department issued helmet
2. Department issued pullover bicycle uniform shirt and pants
3. Department issued uniform jacket, depending on weather
4. Department authorized shoes or boots
5. Department authorized duty belt and accessories
6. Black or white athletic socks (supplied by member)

B. Members of the bicycle patrol unit may wear a department issued black polo and black BDU style pants when performing duties that require a concealed presence.

.110 Emergency Services and Disaster Agency Members

Members of the Emergency Services and Disaster Agency (ESDA) shall wear a Department issued gray polo shirt with ESDA logos and markings, black BDU-style pants, lime green jacket, and PVC boots. Other apparel shall be supplied by the Department on an as-needed basis. The ESDA Coordinator shall wear a Department issued white short sleeve polo shirt instead of the gray polo.

.111 Emergency Management Coordinator

The Emergency Management Coordinator shall wear a Department issued navy blue short or long sleeve polo shirt, Department issued navy blue trousers, jacket, basket weave trouser belt, gold jewelry and buttons as issued, and identifying badge. Other apparel shall be supplied by the Department on an as-needed basis. The Emergency Management Coordinator may wear an ESDA Department issued white short sleeve polo shirt when performing duties related to the ESDA Unit.

.115 Pregnant Members

Pregnant members, while on duty, shall comply with the guidelines set forth in this order under the Uniform Dress Code applicable to their normal assignment until no longer able. Pregnant members no longer capable of wearing a uniform shall dress in a manner appropriate to business office attire at all times when on duty, except when authorized by their Deputy Chief of Police.

.120 Temporary Light Duty Members

Members on temporary light duty, depending upon the nature and extent of the disability, may be prohibited or restricted from wearing the Departmental uniform or carrying the service weapon, as determined by the Chief of Police. Members restricted from wearing the uniform shall dress in a manner appropriate to business office attire.

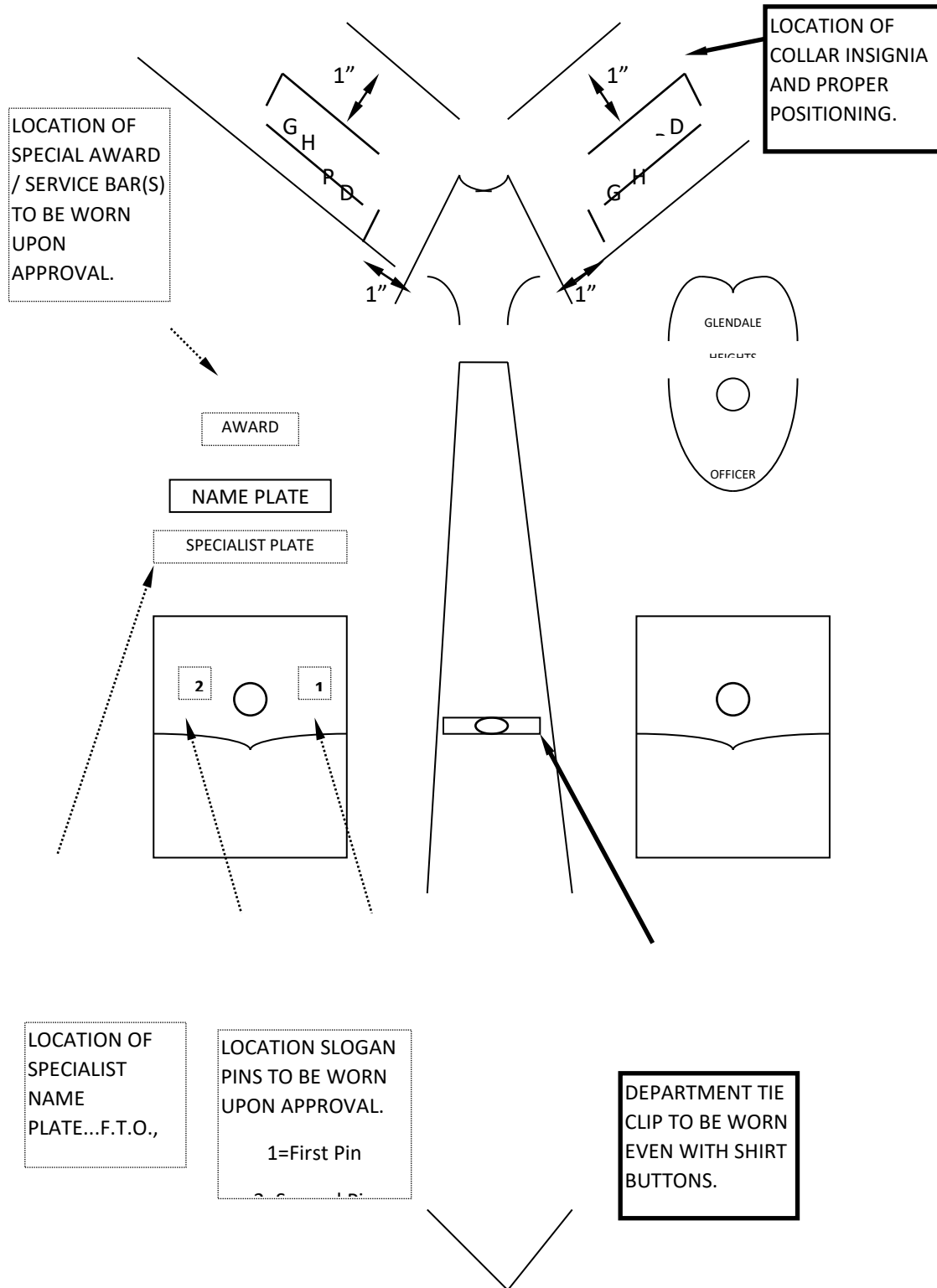
.125 Attire for Festival Duty

A. Members assigned to duty at a festival, either in Glendale Heights or another community, shall wear one of the following uniforms:

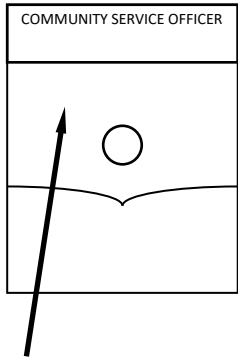
1. Class B uniform
2. Department issued navy blue short sleeve polo shirt with embroidered lettering, badge, and patches, and Department issued khaki pants or navy blue trousers or optional cargo-style pants (Vests may be worn underneath or over the polo shirt)
3. Department issued black short sleeve polo shirt with Department issued khaki pants

B. Sworn members are permitted to wear Department authorized black baseball caps with the word POLICE embroidered on the front when assigned to duty at Glendale Heights Fest.

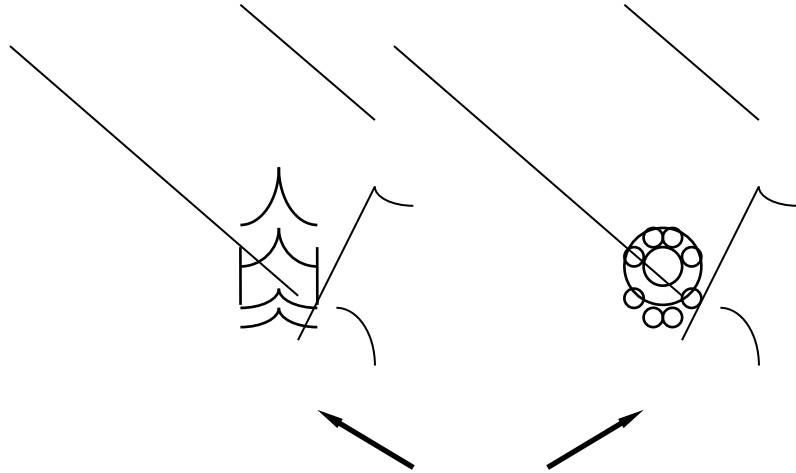
EXHIBIT A



NAME PLATE



LOCATION OF PATCH
SPECIFIC TO C.S.O.
UNIFORM.



LOCATION OF COLLAR INSIGNIA FOR
SERGEANT AND COMMAND STAFF
UNIFORM.