
 <input checked="" type="checkbox"/> General Order <input type="checkbox"/> Division Order <input type="checkbox"/> Bureau Order <input type="checkbox"/> Special Order Order No.: 19-35 ----- <input type="checkbox"/> Procedure <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Rule	Iowa Department of Public Safety	
	TITLE/SUBJECT: Personal Appearance	IDENTIFIER: 12-04.01
	TO: DPS Sworn Personnel	CC:
	RELATED DIRECTIVES/FORMS:	
	APPLICABLE CALEA STANDARD(S):	
	EFFECTIVE DATE: April 11th, 2019	REVISION #: 2
	INSTRUCTIONS: Rescinds and replaces GO 14-157 dated 12/2/2014. Specific changes have been made in sections IV.A.1.a.4 and IV.A.1.a.6.	
	APPROVED BY:  Brett Tjepkes, Executive Officer to the Commissioner	DATE: March 28th, 2019

I. Purpose

The purpose of this policy and procedure is to promote consistency in appearance and to further the professional appearance of the members of the Department.

II. Policy

1. The Department of Public Safety recognizes the personal appearance of its members has a direct impact on public confidence and thereby on the ability of individual personnel to perform their official duties. It is the policy of the Department that members will maintain an appearance that will encourage public confidence.
2. Tattoos and other body art are only permissible when in compliance with the procedures set forth within this policy and procedure.

III. Definitions

- A. *Body Modification* - Means, but is not limited to: tongue splitting or bifurcation, the complete or trans-dermal implantation of any object, piercings, abnormal shaping of the ears, eyes or nose, abnormal filing of teeth, branding or scarification. Body modification shall not include modification medically necessitated by deformity or injury.
- B. *Tattoos* – Means, a form of body modification made by inserting indelible ink into the dermis layer of the skin to change the pigment or by using other forms of ink to create “temporary” tattoos.

IV. Procedure

- A. Head and Facial Hair
 1. While on duty, all sworn officers must maintain a neat, well-groomed appearance and style their hair according to the following guidelines:

a) Guidelines for Male Officers

1. Hair must be neat, clean, and combed. It may be worn in a contemporary style, but it must not be long enough to touch the top of the shirt collar at the back of the neck when standing normally. Hair must not cover any part of the ears. The bulk or length of the hair must not interfere with the normal wearing of all standard headgear.
2. Sideburns must be neatly trimmed and rectangular in shape. They shall be no more than one inch wide at the widest point and shall not extend below the lowest part of the exterior ear opening.
3. Officers may wear a short and neatly trimmed mustache, but it must not extend over the top of the upper lip or beyond or below the corners of the mouth.
4. For officers assigned to the Iowa State Patrol, their face must be clean shaven except for acceptable mustache or sideburns. Beards and goatees are prohibited, unless permission is granted by the Commissioner for medical reasons at the recommendation of the Medical Board created by Chapter 97A of the Code. If a member of the Iowa State Patrol is given permission to wear a beard, it must be kept trimmed symmetrically and short enough that beard hairs do not protrude more than one-half inch from the facial skin. For officers in the Division of Criminal Investigation, Division of Intelligence, Division of Narcotics Enforcement and the State Fire Marshal, sideburns and facial hair is allowed as long as it is neatly and symmetrically trimmed, shaved at the lower neck area, does not extend over the upper lip and is not in excess of one-half inch from the facial skin.
5. Wigs or hairpieces and hair replacements are permitted if they meet the above standards for natural hair.
6. Male officers working in an undercover role can have an appearance that is at the discretion of their divisional supervision.

b) Guidelines for Female Officers

1. Hair must be neat, clean, and combed.
2. Uniformed officers' hair, when styled, shall not extend over the collar. The bulk and length of the hair must not interfere with the normal wearing of all standard headgear.
3. Non-uniformed officers' hair shall be worn in a professional manner.
4. Wigs or hairpieces are permitted if they meet the standards for natural hair.

B. Body Modification

1. Members are not permitted to have any tattoos that are visible during the performance of regularly assigned duties. Members are not permitted to have any tattoos, visible or not, that are offensive in nature.
2. Current members of the Department as of the implementation date of this policy who had tattoos prior to the implementation date of this policy shall not be required to remove such tattoo;

however, while on duty, the tattoo must be covered with clothing or a skin colored garment, which will be provided by the Department.

- a) Current sworn members of the Iowa State Patrol on the implementation date of this policy shall be exempted from wearing a sleeve/covering over existing tattoos visible during the performance of regularly assigned duties.
 - b) Any other current DPS sworn officer transferring to the Iowa State Patrol after the implementation date of this policy will be required to wear a sleeve/covering over any existing tattoo that is visible during the performance of regularly assigned duties as denoted in IV. (B)(2) above.
 - c) In the event a current sworn member of the Iowa State Patrol requires the appropriate lengthening of an issued uniform shirt sleeve to cover an existing tattoo on the upper arm, the Division Director may approve the lengthening and the member shall comply with the aforementioned section.
 - d) Members shall not be permitted to add to an existing tattoo in such a manner that would make the member in non-compliance with this policy (i.e. lengthening a tattoo located above the elbow that would now extend beyond the sleeve of the short sleeve uniform shirt).
3. Members who obtain tattoos after implementation date of this policy must comply with section IV.B.1 of this policy.
 4. Body modification to any area of the body that is visible during the performance of regularly assigned duties or while wearing approved attire is prohibited.
 5. The use of gold, platinum or other dental veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer, shall not display ornamented designs, jewels, initials, etc.
 6. Body piercing jewelry and other jewelry not concealed by authorized uniform/dress code is prohibited. However, Division Directors/Bureau Chiefs may establish specific rules addressing earrings, watches, bracelets and rings, pursuant to [DOM 30-01.01](#) (Line Inspections) and [ISP 45-04.01](#) (Uniforms and Personal Appearance).

Applicants for any sworn position with the department shall be screened for compliance with this policy prior to being offered employment. Any applicant unable to meet the requirements of this policy shall not be granted employment.

C. Exceptions to Personal Appearance Policy

1. Exceptions to these personal appearance rules may be granted by the Division Director. The Commissioner may establish procedures regulating the granting of such exceptions.