

## REGULATION 6

### OFFICIAL RESPONSIBILITIES, PERSONAL CONDUCT AND RELATIONSHIPS OF EMPLOYEES

#### A. Workplace violence and employee demeanor.

1. It is the goal of the Department to provide a safe environment for all its employees in which to work and be free of any violence, harassment or threat from other employees.
2. Workplace violence is defined as: Any action(s) or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger.
3. Employees shall not engage in any conduct that is or is perceived to be workplace violence. These activities include, but are not limited to, violence, harassing or threatening comments or conduct.
4. It is the responsibility of all employees who are subject to, who witness or who are made aware of potential acts or statements that may be or might lead to workplace violence to report such facts or concerns immediately to a supervisor or commanding officer, regardless of the proper chain of command.
5. Any supervisor or commander to whom any potential fact or concern of workplace violence is reported shall immediately notify their supervisor or commanding officer, applicable Deputy Superintendent or Division Commander and the Legal Office.

#### B. In addition to other responsibilities to the Department, employees shall adhere to particular guidelines of conduct: All employees shall:

1. Keep their commanders informed of their whereabouts;
2. Not engage in any other activity, employment, business, or trade that takes priority over obligations to the Department; or that would limit effectiveness in the discharge of official duties; or that would tend to reflect discredit upon the Department;
3. Immediately report all contemplated Non-Department Employment (NDE), business, or trade to the Superintendent, as outlined in [HMR-030 Non-Department Employment](#) and be prepared to prove to the Superintendent that any NDE employment, business or trade in which the employee may be engaged, meets the aforementioned standard at any time;
4. Request permission for paid or unpaid leaves of absence in accordance with applicable Department rules, regulations and standard operating procedures;
5. When ill, injured or otherwise unable to report to duty, immediately cause the notification of their commanding officer, if able to do so; and later, shall give notice of the probable date of return to duty;

6. Be neat and clean whenever practical while on duty.

(a) Male enforcement employees shall comply with specific hair grooming standards.

(1) Hair:

(a) Hair shall be neat, clean, trimmed and present a groomed appearance.

(b) Hair shall present a tapered appearance and will not touch the ears or collar except for the closely cut hair at the back of the neck. Hair in front will be groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper wearing of the authorized headgear.

(2) Hairpieces:

(a) Wigs or hairpieces may be worn by Department personnel while in uniform only for cosmetic reasons to cover natural baldness or physical disfiguration.

(b) When a wig or hairpiece is worn, it will be of good quality and fit, and present a natural appearance; and not interfere with the proper performance of duty or present a safety hazard, and will conform to the grooming standards set forth in the regulations.

(3) Hair Coloring:

(a) Hair coloring, if used, must appear natural; and no eccentricity or faddism will be permitted.

(4) Sideburns:

(a) If a member chooses to wear sideburns, they will be neatly trimmed and tapered in the same manner as the haircut. Sideburns will not extend below the lowest part of the exterior ear opening, will be of even width (not flared), and will end with a clean-shaven horizontal line.

(5) Mustache:

(a) A short and neatly trimmed mustache may be worn. The hair of the mustache shall not extend down over the edge of the upper lip. Additionally, the mustache will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The face shall be clean-shaven other than the wearing of the mustache and sideburns as herein described.

(6) Fingernails:

(a) Fingernails shall be kept trimmed so as not to extend past fingertips. They shall be kept clean.

(7) Jewelry:

(a) The wearing of jewelry is authorized for male personnel. Jewelry shall be worn within the guidelines set forth herein:

(b) Rings: Only one ring per hand is authorized excluding the wedding ring.

(c) Earrings: Earrings shall not be authorized for male uniform personnel. Additionally, no articles shall be attached to or through the ear or nose.

(d) Necklaces and chokers: While in uniform, necklaces and chokers worn shall not be visible.

(e) Wristwatches and bracelets: Only one of each is authorized to be worn.

b. Female enforcement employees shall comply with specific hair grooming and cosmetics standards.

(1) Hair:

(a) The length, bulk, or appearance of the hair will not be excessive, ragged, or unkempt. Hair will be neatly groomed and will not hang over the collar. Hair in front will be groomed so that it does not fall below the band of properly worn uniform headgear. The hair may be worn slightly over the ears but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear.

(2) Hairpieces:

(a) Hairpieces or wigs, if worn while in uniform, shall be of good quality and fit; present a natural appearance and not interfere with the proper performance of duty and shall conform to the grooming standards set forth in these regulations.

(3) Hair Coloring:

(a) Hair coloring, if used, must appear natural, and no eccentricity or faddism will be permitted.

(b) Conspicuous rubber bands, combs or pins are not authorized. When worn, hair ornaments shall not present a safety hazard. Barrettes are authorized to be used to pin hair up. A maximum of two barrettes similar in color of the hair may be worn.

(c) Buns will be permitted on top of the head or back of the head, in an attractive manner, provided it does not hang over the collar.

(4) Cosmetics:

(a) Cosmetics shall be applied in good taste so the colors blend with the natural skin tone to enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the

uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick shall be conservative in color and compliment the ISP uniform. Long false eyelashes shall not be worn.

(5) Fingernails:

(a) Fingernails shall not exceed one-fourth inch measured from the fingertip. Nail polish shall be a soft shade complimentary to the skin tone.

(6) Jewelry:

(a) The wearing of jewelry is authorized for female personnel. Jewelry, when worn, shall not present a safety hazard and shall be worn within specific guidelines.

(b) Rings: Only one ring per hand is authorized, excluding the wedding or engagement ring.

(c) Earrings: One earring per ear may be worn at the female officer's discretion while in uniform. Nose rings are not authorized. Earrings shall be not larger than one-fourth inch in diameter, plain with silver or gold finish, screw-on or post-type. Additionally, no articles shall be attached to or through the ear or nose.

(d) Necklaces and chokers: While in uniform, necklaces and chokers worn shall not be visible.

(e) Wristwatches and bracelets: Only one of each is authorized to be worn.

7. Tattoos and Mutilations:

a. Mutilation: For the purposes of Regulation 6, the definition of mutilation is the purposeful, knowing or intentional disfigurement, modification or alteration of one's natural appearance which could bring discredit upon the Department, or create a non-uniform appearance which might hinder the Department esprit de corps. Such mutilations may include, but are not limited to brands, ear gauges, nose gauges, facial piercing, tongue trimming, tongue splitting, tongue studs, cranium cosmetic implants or any other implant that does not project an anthropomorphic appearance.

(1) All Sworn, Capitol Police Section and Motor Carrier Inspector employees are prohibited from:

(a) Having any tattoo or mutilation on the head, neck or hands except:

i. Employees may display a ring tattoo on the fourth finger of the left hand between the metacarpophalangeal joint (knuckle joint) and the proximal interphalangeal joint (first joint closest to the knuckle joint).

ii. A ring tattoo shall be a solid band or shall be covered by a ring or silicone band, if not solid.

(b) Exposing any tattoo or mutilation which can be seen:

i. at any time while wearing the issued short-sleeve uniform shirt; or

ii. while wearing the long-sleeve uniform shirt with one's arms extended straight downward in a

position of Attention.

(c) Exposing any tattoo or mutilation which can be seen while wearing non-uniform attire for those Department personnel who are not required to wear the issued Department uniform.

(d) Exposing any tattoo or mutilation while on duty or while operating a Department commission. This includes exposing any tattoo or mutilation while wearing non-uniform attire to any Department training, meetings or any other Department function (Firearms, Control Tactics, post meetings etc.).

(2) All Civilian employees having regular contact with the public, as determined by their supervisor, are prohibited from exposing tattoos, brands or mutilations.

(3) Tattoos or mutilations which are in violation of this policy must be completely covered at all times by the appropriate authorized long-sleeve uniform or a long-sleeve shirt if in plain clothes, buttoned at the wrist, even during periods where short-sleeve apparel/uniform is appropriate or authorized.

(a) During periods when the short-sleeve uniform is authorized, those affected shall wear the issued long-sleeve uniform in accordance with [ENF-021](#).

(b) This policy shall also apply to employees who have existing tattoos or mutilations which are in violation of the policy.

(c) The use of non-issued spandex-type cover sleeves or other coverings are prohibited.

## 8. Body Piercing

a. All employees are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue or any exposed body part (including when visible through clothing) while on duty or operating a Department commission;

b. Authorized earrings, as previously stated, are an exception to this policy:

## 9. Cosmetic Alterations

a. All cosmetic alterations made to the face, neck, head, ears or teeth will present a natural appearance;

b. Cosmetic contact lenses are authorized but shall be of a natural color and design of the eye.

10. It is the individual employee's responsibility in violation of this section to inform their supervisor who shall then ensure the employee conforms to the policy requirements.

11. Pencils, pens, watch chains, keychains, handkerchiefs, combs, large wallets, cigars, cigarettes, pipes or similar items shall not be worn, carried or exposed upon the uniform.

12. All police employees and other uniformed employees shall comply with the above hair grooming standards, unless exempted because of special duty assignments.

13. Undercover investigators and other non-uniformed police employees with specific approval from their commanders are exempted from the above appearance standards; however, when they do wear the issued uniform, they shall adhere to this regulation.

C. With regard to personal conduct, an employee shall:

1. Be civil and orderly, and maintain command of temper, patience and discretion in the exercise of their official duties;

2. Exercise due courtesy to and consideration for all persons whom they may contact, consistent with the firmness and energy required to perform their duty;

3. Give their name and show identification or give badge number in a respectful manner to any person who may inquire for this information;

4. Not become indebted or obligated in any manner which will limit their effectiveness as an employee of the Department;

5. Not in their official capacity, advocate, oppose or attempt in any way to influence legislation without approval of the Superintendent;

6. Immediately notify their supervisor or commander anytime they are questioned or interviewed, or contacted to be questioned or interviewed, by any other law enforcement agency concerning any incident or investigation, to include misdemeanor and felony traffic violations, regardless of the employee's duty status at the time of the incident.

*Note:* This section does not apply to sworn personnel who may be listed as a witness in an investigation while on-duty and engaged in the lawful performance of their duties.

7. Refrain from public criticism or disparagement of the personal character, orders or decisions of any employee of the Department; and

8. Refrain from criticizing a subordinate in public, even though the criticism is constructive.

D. Election Activities: Department employees are prohibited from:

1. Parking any Department-owned vehicle near a polling place on Election Day unless required to do so by the performance of official duty;

2. Voting while in uniform or using any Department-owned vehicle in a campaign function while a candidate for elected office or when assisting with another person's campaign; and

3. The use of any Department symbols or photographs depicting Department symbols to promote a candidate or position without the written permission of the Superintendent.

E. Candidacy for public office.

1. Employees seeking election or appointment to a public office shall, prior to becoming a candidate, notify the Superintendent, in writing, via the ([Announcement for Candidacy to Political Office Form](#)) of the public office being sought.

a. Upon receipt of a written request, the Superintendent shall forward it for review to the Legal Office and the Internal Investigations Section who shall maintain a database of those Department employees who are candidates for, elected to, or appointed to a partisan elected office.

b. If elected or appointed to a position other than a part-time local elected office, the employee shall separate employment from the Department and be off Department payroll before assuming the office.

c. An employee may serve (by election or appointment) in a part-time local elected office but shall request approval for Non-Department Employment, as outlined in [HMR-030](#) before assuming the office.

2. At no time may an employee, while on duty, solicit votes or campaign funds, or challenge voters for the office in which the employee or any other person is a candidate

F. The Hatch Act

1. Department employees, seeking appointment or election to a partisan office\*, by virtue of their work or position in the Department may be subject to the rules of the “Hatch Act.” The Hatch Act requires employees, prior to the formal or informal announcement of their candidacy or prior to one (1) year in advance of the election, to request and be granted a permanent transfer to a position that is not:

a. Financed, in whole or in part, by grant funds or other subsidies provided by the federal government;

b. Involved in the oversight of grant funds provided by the federal government; or

c. Requires supervising employees whose positions are either financed by or who have oversight of federal grant funds; or who receive payment for working on federal projects.

\*A partisan election is defined (for purposes of the Hatch Act) as an election for public office in which any candidate is running as a representative of a political party that in the last preceding Presidential election had a candidate who received votes in that election.

2. It is solely the responsibility of Department employees who are seeking office to ensure compliance with this regulation and any state and federal requirement.

G. Employees shall, to the best of their ability, maintain themselves in good physical condition amply sufficient to the fulfillment of their responsibilities. They shall avoid obesity and take necessary steps, including diet and exercise, to keep body weight within reasonable limits with reference to height, bone structure and build.

H. Employees shall show full respect and consideration in all their relationships with each other and certain official courtesies prescribed to attain this end shall include.

1. Addressing the Superintendent as “Superintendent”;
2. Addressing all other ranking officers by their title or grade in public, except when such action would embarrass the Department or the employee concerned;
3. Use of term “Sir or Ma’am” in official conversations; and
4. Use of formal language of address in correspondence, orders and reports.

I. Employees, while in uniform, shall be required to render hand salute when the national colors are passing or are being raised or lowered.

Exceptions:

1. After the passing of the official color guard when on a parade detail; and
2. When on a security detail, or actively involved in traffic direction.

J. Employees are prohibited from membership in or affiliation with any organization, association or body:

1. The provisions of whose character, constitution, bylaws, practices or customs in any manner exacts prior allegiance or consideration which would prevent them from performing their whole duty as employees of the Department;
2. Which would interfere in any manner with the operation of the Department;
3. Which would or could interfere with the disciplining of employees; and/or
4. Other than the Department itself, which used the name “Indiana State Police” or any derivative thereof in its title, without the express approval of the Superintendent.

*Note:* Employees may accept an office in a national, state or local police or allied organization only with the approval of the Superintendent.

K. Department employees shall not furnish bond or bail for any person arrested on a criminal offense, nor shall they suggest an attorney or bondsman to any prisoner, or friends or agents of the prisoner, and employees shall not sponsor parolees or prospective parolees, nor endorse or sign parole papers.

L. Employees shall not organize athletic teams in the name of the Department, or any of its subdivisions, or among the employees, without approval of the Superintendent.

M. Employees who appear as witnesses or Department representatives before any court committee, commission, board or agency shall appear in presentable uniform or civilian dress clothing, including coat and tie.



N. A commanding officer or supervisory employee shall:

1. Be responsible for the proper conduct of the business of the Department within their jurisdiction;
2. Maintain obedience to the regulations of the Department by the employees under their jurisdiction, or initiate and request the corrective disciplinary action;
3. Review, initial, comment and forward to the addressee all official requests originated by subordinate employees;
4. Review and approve, or disapprove, requisitions for property originated by subordinate employees;
5. Assign specific duties to subordinate employees and review their work periodically for efficiency or performance;
6. In the case of Division and District Commanders, meet periodically with subordinate commanders and supervisors to discuss solutions to problems, announce new developments and plan future activities;
7. Maintain good order and cleanliness among the offices, equipment, buildings and grounds over which they have jurisdiction;
8. Cooperate with other commanders and supervisors in every reasonable manner to most effectively accomplish the work of the Department; and
9. Perform such other duties as designated by proper authority.