

Germantown Police Department

Policies and Procedures

Number: 11-7
Effective Date: August 4, 2006
Subject: Physical Appearance and Grooming
Previous Revisions: January 1, 2003

I. PURPOSE

The purpose of this policy is to establish guidelines for all Police Department employees regarding physical appearance and grooming standards.

II. POLICY

It is the policy of the Germantown Police Department that all Police Department employees abide by a standardized set of regulations regarding physical appearance and grooming standards in order to maintain a professional appearance to the community and to their co-workers.

III. DISCUSSION

The nature of law enforcement work requires all Police Department employees to present a neat, well-groomed, and professional image that inspires a high level of community trust and confidence. Personal safety is paramount, and every effort should be made to ensure no opportunity is easily afforded to bring harm to any personnel by virtue of personal grooming, accessories, or appearance. For these reasons, the Germantown Police Department may impose restrictions of certain apparel or accessories for on duty/workplace attire by its personnel. Establishing professional grooming standards and limiting the scope of apparel and accessories helps reduce criticism and the risk of exposure to personnel, the Department, and the City. Above all, these regulations ensure the personal well being of all personnel.

IV. DEFINITIONS

Sworn Police Personnel: All sworn P.O.S.T. certified police officers, uniformed and non-uniformed, employed by the Germantown Police Department.

Non-Sworn Police Personnel: All non-sworn Public Safety Dispatcher/Jailers, uniformed and non-uniformed, employed by the Germantown Police Department.

Civilian Administrative Police Personnel: All non-sworn, administrative/support civilians employee by the Germantown Police Department.

V. PROCEDURE

A. Grooming and Hair Styles for Male Police Officers and male Police Communications personnel:

1. Hairstyles for all male sworn personnel shall be neat and evenly trimmed at all times.
 - a. The thickness of the hair shall not exceed two inches above the skull at the top shall be tapered proportionately along the sides and back of the head.
 - b. Hair shall not extend over the top of the ear and be no thicker than one inch around the ear itself.
 - c. The hair on the back of the neck will not extend over the top of the collar.
 - d. Hair shall be cut/trimmed in a manner that allows proper wearing of the uniform hat/cap by uniformed officers.
2. Sideburns shall be uniform from top to bottom, neatly trimmed, not to exceed one inch in width and not excessively heavy or bushy. Sideburns shall be cut horizontally along the side of the face and shall not extend below the bottom of the ear lobe.
3. Mustaches shall be neatly trimmed and not bushy or unkempt. Mustaches shall not be more than one-half inch in thickness, not extend over the upper lip, and not extend beyond or below the corners of the mouth.
4. Eyebrows will be neatly trimmed and not bushy or unkempt.
5. Beards are prohibited, unless authorized by the Chief of Police.
6. All male personnel will be clean-shaven when reporting for duty, unless authorized by the Chief of Police.

B. Grooming and Hair Styles for Female Police Officers and Female Police Communications Personnel:

1. Hair styles shall be cut and styled in a businesslike professional manner at all times.
2. Hair shall not extend below the bottom edge of the plane of the shoulders. Long hair will be pinned up or fastened in a bun or hairnet to meet this safety requirement.

3. Hair fasteners, when worn, shall be professional and businesslike in appearance.
 4. Hair may be dyed or frosted in a professional, businesslike manner.
 5. Wigs are permitted provided they meet the hair standards of length and style.
 6. Facial cosmetics when worn, shall be professional and businesslike in appearance.
 7. Fingernail polish, when worn, shall be clear in color.
 8. Lipstick, when worn, shall be professional and businesslike in appearance.
- C. Fashion Accessories for all Police Officers and Police Communications Personnel:
1. Wrist watches are permissible and considered essential to job performance.
 2. Necklaces, if worn, shall not be exposed to view.
 3. Earrings, if worn by female officers, shall be worn in both ears and shall be of the stud type and limited to one in each ear and not extend below the bottom of the ear lobe.
 4. Wearing of earrings by male personnel is prohibited. (*Exception – police officers assigned to special duty assignments as approved by Chief of Police*).
 5. Body piercing jewelry, if worn, shall not be exposed to view.
 6. All body piercing jewelry above the neck, on the face, head, ear, nose and inside the mouth is prohibited. (*Exception – approved ear studs for female personnel*).
 7. Tattoos shall not be visible while on duty or while in uniform. (*Exception- tattoos that were visible prior to January 1, 2003*).
- D. Eyeglasses for all Police Officers and Police Communications Personnel:
1. Eyeglasses, whether prescription, non-prescription, or sunglasses, shall be professional and businesslike in style, color, and tint.
 2. Sunglasses, whether prescription or non-prescription, shall not be of mirrored or reflective design.

E. Grooming and Appearance for Police Department and Administrative Support Personnel:

1. All non-sworn administrative support personnel are expected to conform to professional, businesslike grooming and appearance standards in the workplace and dress according to City of Germantown personnel policies and procedures.

F. Personal Hygiene for All Police Department Employees:

1. Attention to the highest standards of personal hygiene is required for all department employees while on duty or in uniform.
2. All employees of the police department are to be neat in appearance, physically clean, wear clean attire and be free of any offensive odors.

G. Any exception to this policy shall be made by the Chief of Police.

VI. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.