



**MACON POLICE DEPARTMENT  
GENERAL ORDER**

Date of Issue	Effective Date	Revision Date
12-21-87	01-01-88	02-04-03

Subject: **UNIFORM CODE OF DRESS**

Number: **1.13**

Index as: Damaged Uniforms  
Dress Code  
Grooming Standards  
Uniform Code of Dress

Standards: 22.2.8, 41.3.4, 41.3.5, 41.3.6

**PURPOSE:**

To ensure a uniform dress for all personnel of the Macon Police Department.

**STATEMENT OF POLICY:**

It shall be the policy of the Macon Police Department to ensure a uniform code of dress for all personnel, both male and female, and to ensure that all personnel are dressed in the proper manner, as prescribed by the Chief of Police. Further, it shall be policy that all personnel are in clean and pressed clothing to project a good image of the Department to the public at large and to fellow employees. It shall be the duty of any and all superior officers to enforce the following uniform dress code.

**I. GENERAL CONSIDERATIONS.**

- A. The ownership and title to all uniforms and equipment issued to employees is vested in the City of Macon Police Department.
- B. Badges, patches, identification cards, and other items containing the name of the Macon Police Department may not be reproduced, purchased, traded, loaned, or given away without the express written permission of the Chief of Police or his designee.
- C. Employees shall be held strictly accountable for the proper care, use, and maintenance of all issued articles of uniforms and equipment.
- D. Loss or damage due to negligence will result in replacement at the employee's expense.
- E. Loss or damage of the policy manuals due to negligence will result in the employee paying \$25.00 replacement cost each.

- F. The Planning/Fiscal Management Office will maintain accurate records of all issued uniforms and equipment.
- G. No item of uniform or equipment shall be transferred or exchanged by employees without the approval of the Planning/Fiscal Management Office.
- H. Each employee shall produce any article(s) or item(s) of uniform or equipment upon demand of a supervisor.
- I. All employees, when promoted, demoted, reclassified, or reassigned, shall return to the Training Academy all items of uniforms or equipment which do not reflect their present classification or assignment.
- J. Upon retirement, resignation, termination or extended leave of absence, an employee shall return all issued uniforms and equipment to the Training Academy.
- K. The employee's final paycheck may be held pending the return of all issued items.
- L. Before being turned in, all uniforms will be cleaned and on hangers.
- M. Failure to properly clean and place on hangers may result in the uniforms being cleaned at the employee's expense.
- N. Departmental issued uniforms and equipment will not be altered, modified, or customized in any way.
- O. Uniforms will always be worn in accordance with accepted guidelines for a paramilitary organization.
- P. Officers are prohibited from wearing only a portion of the uniform. For example, an officer will not wear the heavy jacket and blue jeans while off-duty.
- Q. Sleeves and cuffs will not be rolled up on shirts or jackets.
- R. Full gun belts will be worn any time the uniform is worn.
- S. Any request for a deviation of this policy or a special uniform consideration, must be made in writing, forwarded through the chain of command to the Chief of Police, and copied to Fiscal Management and Training.

## II. STANDARD UNIFORM AND EQUIPMENT.

### A. Uniform

Five (5) pair trousers; five (5) short sleeve shirts, five (5) long sleeve shirts, two (2) ties, one (1) tie tack, one (1) heavy weight jacket with removable lining, one (1) dress jacket, one (1) reversible raincoat, one (1) safety vest, two (2) pair of shoes, one (1) uniform underbelt, one (1) pair of black leather search gloves,

two (2) nameplates, two (2) breast badges, one (1) cap badge, one (1) baseball cap, one (1) small set horizontal MPD's, one (1) large set horizontal MPD's, one (1) gold cord for lieutenants and above, gold braid and rank insignia for lieutenants and above.

B. Equipment.

One (1) semi-auto pistol (as per General Order #1.46), one (1) holster, one (1) gun belt with buckle, four (4) belt keepers, one (1) handcuff pouch, one (1) magazine pouch, two (2) magazines, one (1) flashlight, one (1) flashlight holder, one (1) pair of handcuffs, one (1) whistle and chain, one (1) expandable baton and baton holder.

C. The following items are optional and may be purchased by the individual officer (unless otherwise noted):

1. Female officers may wear small navy blue, silver or gold post or stud type earrings, no larger than 4mm. No dangle or loop type earrings will be allowed with the uniform.
2. Extra or personalized badges may be purchased only after submitting a statement to the Chief of Police indicating that the badges, although purchased by the officer, are to be considered the property of the Macon Police Department and are to be surrendered (without reimbursement) with other departmental property upon termination of employment with the Department.
3. Undershirts, if worn, will be white or navy blue V-neck style.

D. Bullet Resistant Vests

- a. Sergeants and patrol officers assigned to routine patrol duty will be issued a protective vest. The wearing of the protective vest by sergeants and patrol officers while on duty and in uniform shall be mandatory.
- b. Uniformed lieutenants and above may be issued a protective vest upon request, based on availability. If issued, the vest must be worn.
- c. Detectives and non-patrol personnel may be issued a vest, but will not be required to wear the vest at all times.

III. UNIFORM AND EQUIPMENT DESCRIPTION AND REGULATIONS.

A. Recruits shall wear the following described uniform until completion of classroom training and released to the Field Officer Training Program.

1. Pants shall be navy blue , slash front pockets (no western style pockets), no cuffs, no stripes, slight break on top of shoes and of a brand approved by the Chief of Police or his designee.

2. Shirts shall be navy blue pullover shirts, 50% polyester, 50% cotton, monogrammed logo, of a brand approved by the Chief of Police or his designee.
  3. Caps shall be a navy blue baseball type with full polyester, adjustable, with small MPD patch sewn on the front.
- B. Privates shall wear the following prescribed uniform.
1. Pants shall be the same as for recruits.
  2. Traffic motorcycle officers will wear a gold stripe down the pants legs.
    - a. Cleaning will be either by dry cleaning (preferable), or washing on a permanent press setting, tumble dry and remove immediately.
    - b. If ironing is necessary, use very low settings only. Pants damaged by ironing will be replaced at the officer's expense.
  3. Shirts shall be navy blue, scalloped pocket flap with Velcro fasteners, sewn in military creases, straps on shoulders, pencil pocket, full length center front placket, silver gilt "P" buttons are optional on pockets and shoulder straps only, and of a brand approved by the Chief of Police or his designee.
    - a. Horizontal creases will not be allowed on the shirt.
    - b. Cleaning will be either by dry cleaning (preferable) or washing on a permanent press setting, tumble dry and remove immediately.
    - c. If ironing is necessary, use very low setting only. Shirts damaged by ironing will be replaced at the officer's expense.
  4. Uniform hat shall be a navy blue baseball cap with the MPD patch on the front.
  5. Jackets.
    - a. Eisenhower or Dress Jacket with five silver button front (buttons will have "P" engraved in center), navy blue, fully-lined, inside pocket, cuff stiffening, solid front stiffening, firm chest piece, firm shoulder pads, cloth sweat shields, die cut flaps, cloth badge tab, shirred waistband for neat fit over hips and of a brand approved by the Chief of Police or his designee.
    - b. Gore-Tex Jacket, navy blue outside, taslan outershell, zip out liner of 3 mils thinsulate, snap on high neck wind collar, two (2) 10" side zipper vents with metal snap tabs, or any other heavy weight jacket currently in use and of a brand approved by the Chief of Police or his designee.

6. Safety Vest shall be made of high visibility materials making the vest visible both day and night and will be worn any time an officer is directing traffic or whenever visibility might be a problem.
7. Ties shall be navy blue, clip-on type only. A shorter version of the men's tie will be issued to female officers.

C. Sergeants.

1. Pants shall be the same as for privates.
2. Shirts shall be the same as for privates, except chevrons will be centered ½" below each patch, gold gilt "P" buttons are optional on pockets and shoulder straps only.
3. Uniform cap shall be the same as for privates.
4. Jackets shall be the same as for privates, except for a ¼" blue braid sleeve stripe 1" above the sleeve buttons on dress jacket only, gold gilt "P" buttons, chevrons on sleeves of all jackets navy side only centered on sleeve ½" below the patch.
5. Ties shall be the same as for privates.

D. Lieutenants.

1. Pants shall be the same as for privates.
2. Shirts shall be the same as for sergeants, except they shall be white in color and gold gilt "P" buttons shall be optional.
3. Uniform hat shall be military-type dress uniform hat, navy blue cloth outer cover with clear plastic inner hat protector; black quarter moon brim; black plastic head band with gold gilt "P" button and hat band.
4. Jackets shall be the same as for privates, except for one (1) ¼" gold braid sleeve stripe 1" above the sleeve buttons on dress jacket only, gold gilt "P" buttons.
5. Ties shall be the same as for privates, except black in color.

E. Captains.

1. Pants shall be the same as for privates.
2. Shirts shall be the same as for lieutenants.
3. Uniform hat shall be the same as for lieutenants.

4. Jackets shall be the same as for privates, except for two (2) ¼" gold braid sleeve stripes 1/8" apart and 1" above the sleeve buttons on the dress jacket only, gold gilt "P" buttons.

5. Ties shall be the same as for lieutenants.

F. Majors.

1. Pants shall be the same as for privates.

2. Shirts shall be the same as for lieutenants.

3. Uniform hat shall be the same as for captains, except for a single row of gold leaves on each side of the brim.

4. Jackets shall be the same as for privates, except for three (3) ¼" gold braid sleeve stripes 1/8" apart and 1" above the sleeve buttons on the dress jacket only, gold gilt "P" buttons.

5. Ties shall be the same as for lieutenants.

G. Chief of Staff.

1. Pants shall be the same as for privates, except for ½" gold ribcord braid along out seam from bottom of waistband through hem.

2. Shirts shall be the same as for lieutenants.

3. Uniform hat shall be the same as for majors.

4. Jackets shall be the same as for privates, except for four (4) ¼" gold braid sleeve stripes 1/8" apart and 1" above the sleeve buttons on the dress jacket only, gold gilt "P" buttons.

5. Ties shall be the same as for lieutenants.

H. Chief.

1. Pants shall be the same as for the Chief of Staff.

2. Shirts shall be the same as for lieutenants.

3. Uniform hat shall be the same as for captains, except the brim shall contain multiple rows of gold leaves on each side.

4. Jackets shall be the same as for privates, except for five (5) ¼" gold braid sleeve stripes 1/8" apart and 1" above the sleeve buttons on the dress jacket only, gold gilt "P" buttons.

5. Ties shall be the same as for lieutenants.

IV. Brass and Accessories.

- A. Shoes shall be black, high gloss poromeric oxford, leather lined with hypalon outer shoes, Goodyear-like storm welted.
- B. Boots may be worn by motorcycle officers, mounted officers, K-9 officers, CSU Officers, SWAT Officers and others as approved by the Chief of Police or his designee.
- C. Socks shall be black or dark navy blue only, and non-see through type.
- D. Gloves shall be black leather or Isotoner style, except when other gloves are specifically indicated for special events.
  - 1. Black leather search gloves are standard issue.
  - 2. Mittens, gloves with fancy details and weighted gloves are prohibited.
- E. Leather shall be black, basket weave design.
  - 1. Holsters shall be Safariland SS3 - Level 3 retention security holsters or similar department approved and issued.
  - 2. Ammo pouch shall be magazines and magazine pouch. c. Handcuff case will be pouch-type with cover.
  - 3. Belt will be 2¼" Sam Browne type with buckle.
- F. Badges shall be standard departmental issue unless personalized as provided in Section B-2.
- G. Tie Tacks or tie bars shall be silver or gold crest (according to rank), "Police" in the legend and the state seal outlined in blue.
- H. Nameplates shall be 1/16" brass with black lacquered lettering with two (2) pin tabs on back.
  - 1. Sewn-on cloth nameplates will be worn on the Gore-Tex duty jacket.
  - 2. Privates will be silver and supervisory officers will be gold.
  - 3. Last name only will be displayed with no rank or initials.
  - 4. Officers may wear "Serving Since" plates with the nameplate.
- I. Rank Insignia shall consist of the following:
  - a. Sergeants - chevrons
  - b. Lieutenants - single gold bar

- c. Captains - double gold bar
- d. Majors - gold oak leaf
- e. Chief of Staff - gold eagle
- f. Chief - gold star

J. Awards, Fraternal, Organizational, Political and Novelty Items.

- 1. No political or novelty pins, tie tacks, or tie bars will be worn with the uniform.
- 2. Two (2) pins, no larger than a nickel may be worn ½" above the nameplate if they represent a police professional or fraternal organization.
- 3. Members of the Traffic section are authorized to wear traffic wings in lieu of a fraternal pin.
- 4. Any other pin, etc., must be approved by the Chief of Police or his designee.
- 5. Female uniforms and equipment shall be the same as for males, except in women's sizes and designs.

K. Animal Control Officers

- 1. Pants shall be the same as for privates.
- 2. Shirts shall be light blue 100% polyester, shoulder straps, pleated pockets, scalloped pocket tabs, badge tab.
- 3. Caps shall be 1/2 polyester, 1/2 mesh, blue in color with the Animal Control patch.
- 4. Jackets.
  - i. Duty jacket shall be non-reversible two ply nylon, zipper to neck, two button cuff adjustment, two breast patch pockets to button, inside pocket, badge tab, cross stitched shoulder straps.
  - ii. Fur collar jacket shall be navy blue, water repellent outer shell of Antron Premium Nylon, orlon pile collar, knit wristlets, two pleated button patch pockets, flaps have snaps at corners, badge tab, quilted lining, two inside pockets.
- 5. Shoes shall be black walking shoes, glove leather upper, rubber soles, removable innersole, heel protector.

L. Parking Control Monitors

1. Pants shall be the same as for privates.
2. Shirts shall be the same as for Animal Control employees.
3. Jackets shall be the same as for Animal Control employees.
4. Shoes shall be black leather with black rubber soles of an appropriate style and design.

M. E-911 Communication Operators

1. Pants shall be the same as for privates.
2. Shirts shall be navy (white for supervisors) short sleeve polo shirts with the Macon Bibb Communication logo embroidered on.
3. Shoes shall be black leather with black rubber soles of an appropriate style and design or a low cut tech boot.

V. RULES FOR WEAR.

- A. Dress uniforms for all uniformed officers for funeral formations, formal functions, etc., will consist of the dress jacket, l/s shirt and tie with other clothing and equipment.
1. The Gore-Tex jacket, flight jacket and lightweight jacket are not considered part of the dress uniform.
  2. When attending court, male uniformed officers will wear a suit and a necktie, a sport coat and a necktie, or the appropriate police uniform.
  3. When attending court, female uniformed officers, will wear dress slacks with a blouse or sweater, a pant suit, a dress or the appropriate police uniform.
- B. The decision to wear a long-sleeved shirt or a short-sleeved shirt is optional and up to the individual officer.
- C. The police uniform will not be worn to civic meetings, social functions, legal proceedings, etc.
1. Except when presence is required in an official capacity.
  2. In some cases, where it would cause an undue hardship on the officer not to wear this uniform, permission may be granted by the appropriate division

commander.

D. Patches, Chevrons, Sleeve Braid and Service Bars.

1. Department patch will appear on both shoulders 1" below the shoulder seam.
2. An optional patch designated and approved by the Chief of Police may be worn on the right shoulder in lieu of the departmental patch.
3. Sergeant's chevrons will be worn on all jackets and winter shirts, centered ½" below each patch.
4. Sleeve braid will be worn on the dress jacket only.
5. Service bars may be worn 1" above the last sleeve strip of the dress jacket; for privates 2" above the sleeve buttons.
  - a. They must be the sewn-on type with one (1) gold bar representing four (4) years of service.
6. Service bars will not be worn on any other jacket issued by this department.
7. Service bars (as described above) will be optional on the left sleeve of the winter shirt approximately 1½" from the cuff seam.
8. Service bars may be added during the fourth year of service.

E. Department Insignia.

1. All sergeants and patrol officers will wear ¼" horizontal MPD's on short and long sleeve shirts, and on both collars.
2. Officers will wear horizontal MPD's on both collars.
3. They will be worn ½" from and parallel to the front edge of the collar and centered.
4. Lieutenants and above will wear the rank insignia on both shoulders of the shirts and jackets.
  - a. It will be centered on the "X" formed by the stitching on the shoulder strap.
  - b. If no "X" is present, the insignia will be worn 1" from the shoulder seam and centered on the shoulder.
5. The large MPD's will be worn on the dress jacket on both lapels below the vee cut.
  - a. They are worn parallel to the breast pockets, after the jacket is buttoned,

1" from the outer point formed by the beginning of the lapel vee.

b. No MPD's will be worn on any other jacket issued by this department.

6. Privates will wear silver buttons, insignias and hardware.

7. Sergeants will wear gold buttons, gold cloth chevrons and gold hardware.

8. Lieutenants and above will wear gold buttons, insignias and hardware.

F. Nameplates, Badges, Tie Tacks, Awards, Fraternal Pins and Whistles.

1. Nameplates will be centered over the right breast pocket with the pin tacks resting on the top edge of the pocket.

2. On the Gore-Tex jacket, the sewn-on name tab will be located approximately 8" below the shoulder seam on the right breast, and lined up horizontally with the bottom of the badge patch; and attached by the uniform provider.

3. Badges will be worn over the left breast pocket in the appropriate eyelets.

4. Badges and nameplates will be worn on the outermost garments.

5. The department tie tack or tie bar will be centered on the tie, approximately 1 inch below a line between the inside corners of the pocket flaps.

6. Up to two (2) pins representing a police professional or fraternal organization and no larger than a nickel may be worn 1/2" above the nameplate and centered.

7. Awards or ribbon bars given by the department will be worn on the left breast pocket flap and centered 1/2" below the edge of the pocket.

8. Whistles and chains will be worn on the right side of the uniform.

a. The chain will be connected to the right shoulder strap by slipping the clip under the strap.

b. The whistle and excess chain will be placed in the right pocket entering under the pocket flap on the right side of the pocket.

c. No whistle hooks will be allowed.

d. Officers assigned to administrative, non-enforcement duty will not be required to wear the whistle and chain.

G. Jewelry.

1. Officers are prohibited from wearing visible necklaces, chains or bracelets while in uniform or on-duty.

- a. This includes plainclothes officers.
  - b. Medical I.D. bracelets and necklaces are exempt from this provision.
2. Officers are prohibited from wearing more than two (2) rings.
  - a. Only one ring is permitted on each hand.
  - b. Rings, other than wedding rings, should be of a conservative nature.
- H. Leather will be kept clean and polished, except for the SSIII security holster. No polish should be put on this holster, as it is not leather.
  - a. Leather gear will be worn whenever the uniform is worn.
  - b. All belt keepers will be worn with the gun belt.
- I. Clothing.
  1. Caps, helmets or uniform hats will be worn anytime an officer is out of his vehicle.
  2. The dress uniform hat will be worn with the dress uniform.
  3. The baseball cap shall be the regular head covering for patrol officers and sergeants.
  4. The baseball style cap may be worn by traffic motorcycle officers in lieu of their helmet, while directing traffic.
  5. Individual articles of the uniform will not be worn off-duty, unless the full uniform is worn (weapon, badge and baseball style cap excepted).
  6. Ties will be worn with the long sleeve shirt only, unless otherwise approved by the Chief of Police or his designee.
  7. Shoes will be kept clean and polished. Sole dressing will be applied to the heels and soles as needed.
  8. Safety vest will be worn anytime an employee is directing traffic.
- J. Police Funerals.
  1. The Class A uniform will be the accepted uniform for funerals, which shall consist of: the long sleeved winter shirt, tie, dress (Ike) jacket and other standard clothing.
  2. Any variations to the Class A uniform will be determined by the Chief of Police or his designee.

3. Weapons and gun belts should not be worn during the funeral.
  - a. These items will be kept by the officer in a place accessible if needed (i.e. trunk of patrol vehicle).
  - b. This does not apply to officers serving special duty in the funeral program (motorcycle escorts, firing squad, etc.)
4. Hats will not be worn to the church or funeral home.
5. Hats will be worn at the cemetery.
  - a. Hats will be removed upon the command "uncover."
  - b. Officers will recover at the conclusion of the prayer; upon the "Amen."
6. The ranking traffic officer will ensure that a marked police vehicle leads the procession.

VI. Non-Uniformed Personnel.

A. All non-uniformed personnel shall be issued one complete uniform for summer and winter wear, based upon availability.

B. Manner of Dress.

1. All male officers in the Detective Bureau will wear, a sports coat and dress slacks, a business suit or similar attire suitable for office wear. (Note: in the summer months, a polo shirt may be authorized by the Detective Division Major).
  - a. Neckties shall be properly worn at all times.
  - b. Dress shoes or ankle-high boots with zippers are considered acceptable footwear (Exceptions must be approved by the Chief of Police or his designee).
2. All female officers in the Detective Bureau will wear a dress, pants suit or a business suit, which includes a skirt with blouse and jacket (Exceptions must be approved by the Chief of Police or his designee). (Note: in the summer months, a polo shirt may be authorized by the Detective Division Major).

Female non-sworn employees will wear dress slacks or skirt with blouse or sweater, a pants suit, a dress, or similar attire and footwear suitable for office wear.

C. All articles of clothing shall be of a conservative nature; however supervisors may prescribe other types of clothing when necessary to meet a particular police objective.

- D. Civilian employees will wear and maintain an employee uniform when so directed by the Chief of Police.

VII. Lost, Stolen or Damaged Property.

- A. The employee to whom any lost or stolen departmental property is assigned must immediately report the loss or theft to his immediate supervisor if the employee is on duty when the loss or theft is discovered.

- 1. If off duty, the report shall be made within twenty-four (24) hours after the discovery of the loss or theft.
- 2. Lost or stolen departmental badges, i.d. cards, firearms, and handie-talkies will be reported immediately.

- B. Officers who have police equipment assigned to them shall take every available precaution to protect the equipment from loss or theft and the officer will be required to replace same if due to his negligence.

- 1. The supervisor is to immediately prepare a formal incident report on the theft of any property and appropriately describe the property stolen.
- 2. The supervisor must also prepare an official incident report on the loss of any identifiable items such as a badge, flashlight, handcuffs, weapon, etc.
- 3. These items must be entered in the computer as lost or stolen property as the case may be.

- C. A copy of these incident reports and statements will be forwarded by the supervisor immediately through the chain of command, along with a request for replacement, if appropriate; the supervisor must set forth his recommendations concerning approval of replacement.

- D. Any departmental property or personal property, which is damaged or destroyed in the line of duty shall be reported by statement to the officer's immediate supervisor.

- 1. Each statement shall include a request for replacement, if desired.
- 2. Said report will be forwarded through the chain of command for review by the Chief of Police or his designee.
- 3. Uniform issue items shall be replaced on a one to-one basis in justifiable cases.
- 4. Replacement cost for civilian clothing shall be given in justifiable cases.
  - a. The amount shall be reasonable, as determined by the Chief of Police or his designee.

- b. Requests for replacement of civilian clothing shall include the purchase price and age of the garments.
    - c. There shall be a \$50 maximum limitation on the replacement of personal watches and then only in cases which can be justified by the officer and his supervisor.
  - 5. Replacement of prescription eyeglasses, which the officer is required to wear, will be made in justifiable cases.
    - a. Replacement of eyeglasses shall be of the same frame and style as the destroyed glasses.
    - b. If possible and practical, only repairs should be made to the glasses.
    - c. The maximum limitation shall be a reasonable amount, as determined by the Chief of Police or his designee.
- E. Any departmental or personal property which is damaged or destroyed as a result of an accident (vehicle or non-vehicle) shall be listed and submitted to the Departmental Safety Coordinator along with other required accident and injury reports.
  - 1. In cases of non-chargeable accidents, replacements will be made in accordance with the above stated policy.
  - 2. In cases of chargeable accidents, departmental issue and civilian clothing will be replaced in accordance with the above stated policy. Any personal property must be repaired or replaced at the expense of the employee.

#### VIII. NORMAL REPLACEMENT OF UNIFORM ITEMS.

- A. Uniform items will be replaced due to normal wear and tear on days specifically designated for uniform orders.
  - 1. Employees must bring the item(s) to be turned in with them, so it may be inspected by the Supply Officer in the Fiscal Management Office.
  - 2. Whenever possible, employees will be fitted from existing stock.
- B. Allowances will be made for employees who lose or gain weight due to a recognized or prescribed physical fitness program; all other employees will have to pay for alterations and/or new uniforms themselves.

#### IX. GROOMING STANDARDS.

##### A. General Considerations

- 1. It shall be in the best interest of the Department to regulate the grooming standards of its officers and employees. The Department has an obligation

and a bona fide right to ensure there is uniformity of appearance, thereby making officers readily recognizable by the public. Grooming standards contribute to the professionalism of the Department and its esprit de corps.

2. There are many hairstyles that are acceptable by the Department. So long as the officer's hair is kept in a neat, clean manner, the acceptability of the style will be judged solely by the criteria described below. Extreme or fad style haircuts or hairstyles are not authorized. If dyes, tints or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Lines or designs will not be cut into the hair or scalp. Styles of hair and texture differ among the different ethnic groups and these differences affect the length and bulk of hair as well as the style worn by each officer. Haircuts, without reference to style, will conform to the standards outlined in B and C, below.
3. All personnel will keep their fingernails clean and neatly trimmed so as not to interfere with performance of duty, detract from the officer's professional image, or present a safety hazard.
4. Officers are expected to maintain good daily hygiene and wear their uniforms in a manner to project pride and professionalism, so as not to detract from the overall para-military appearance the Department requires.

#### B. Male Standards

1. The hair on top of the head will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will present a tapered appearance and when combed will not cover more than one-half inch (1/2") of the ear, will not fall over the eyebrows or touch the collar except for the closely cut hair at the back of the neck. The block cut fullness in the back is permitted in moderate degree as long as the tapered look is maintained. In all cases, the bulk or length of hair will not interfere with the normal wear of departmental headgear.
2. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.
3. The face will be clean-shaven, except mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed, tapered and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corner of the mouth. Handlebar mustaches, goatees, and beards are not authorized. If beard growth is prescribed by appropriate medical authority (i.e. a condition known as pseudofolliculitis barbae), the length of time required for medical treatment will also be specified. In those cases, a neatly trimmed beard will be authorized; not to exceed 1/4 inch in length.

4. The wearing of a wig or hairpiece by male personnel is prohibited except to cover natural baldness or physical disfigurement caused by an accident or medical procedure. When worn, it will conform to the standard haircut criteria stated above.
5. Deviations may be approved by the Chief of Police or his designee when necessary to meet a particular police objective or special event.

C. Female Standards

1. Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar when standing with the head in a normal posture. Hairstyles will not interfere with proper wearing of departmental headgear.
2. Wigs and hairpieces may be worn as long as the wig or hairpiece is of natural color and the style and length conform to appearance standards.
3. Hair holding ornaments (such as, but not limited to: barrettes, pins, clips, bands), if used, must be unadorned and plain and must be transparent or similar in color to the hair. Beads or similar ornamental items are not authorized.
4. Deviations may be approved by the Chief of Police or his designee when necessary to meet a particular police objective or special event.
5. Female officers are authorized to wear cosmetics applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate and will not be worn. Lipstick and nail polish may be worn with the uniform; however, extreme shades of lipstick and nail polish such as purple, gold, blue, black, and white will not be worn.

APPROVED:

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MIKE BURNS