



Graham Police Department

Standard Operating Policies and Procedures

Policy 5 Personal Appearance

DEPARTMENT POLICY

It shall be the policy of the Graham Police Department to ensure that its employees present a professional appearance.

PURPOSE

To provide department members with general guidelines for their appearance and dress so that the department presents a professional appearance to the community.

I. Appearance:

- A. Each member of the Graham Police Department when reporting for duty must present a neat appearance. Officers must be neatly groomed and have a clean, neatly pressed uniform with all leather goods and metal surfaces clean and polished.

II. Hair Styles/Facial Hair:

- A. All non-sworn personnel will wear neatly groomed hair styles and facial hair.
- B. All male Graham Police Officers shall maintain the following standards of appearance.
 1. Hair on top of the head shall be neatly groomed. The length and/or bulk of the hair will not be excessive or present an unkempt or extreme appearance. Hair, when combed, may cover no more than the top half of the ears and may extend down to the shirt collar, but shall not extend below the bottom of the shirt collar when standing in an erect position. If an afro style is worn, it shall be no more than 1 1/2 inches thick at any point on the head. In all cases, the bulk or length of the hair will not interfere with the normal wear of the uniform hat.
 2. Sideburns (worn without a beard) shall not extend below the earlobe and shall at no point be more than 1 1/2 inches wide. Sideburns shall not exceed 1/2 inch in bulk, ~~and~~ shall not flare, and shall be trimmed horizontally across the bottom.
 3. Mustaches shall be neatly trimmed and shall not exceed more than one half inch

beyond the corners of the mouth or extend more than 1/4 inch below the corners of the mouth. Mustaches shall not cover any part of the upper lip.

4. Sworn and non-sworn personnel are permitted to wear a goatee or beard that is maintained at a length and pattern so as not to detract from the officer's professional appearance. Permission to wear beards, mustaches and goatees may be withdrawn by the chief, at any time. Facial hair shall be neat, trimmed and maintained at a length not to exceed one-half inch. Beards must be trimmed above and below, and shall not be permitted below the Adam's apple or on the neck. In the event of a civil emergency or standby status where there is a possibility of gas deployment officers shall, at the incident commander's discretion, report clean shaven. Sworn personnel working in undercover assignments, or specialized assignments requiring facial hair not otherwise authorized by this policy, shall be exempt from these restrictions at the discretion of the Division Commander, and the Chief.
5. Hair, beard and/or mustache will not give the appearance of being unkempt, or extreme in appearance and must permit the proper wearing of the hat. All members' hair must be of natural color (i.e. blond, black, brown, red, or grey) and not such that would diminish the professional uniform appearance. Fluorescent or similar dyed hair colors are not allowed.

C. All female Graham Police Officers shall maintain the following standards of appearance.

1. Female Police Officers shall wear their hair in modest styles that do not extend below the bottom of the shirt collar.
2. Long hair can be worn pinned up in a professional manner (i.e. bun, short braids or ponytail) as long as it is neat. If it is worn up and begins to dishevel, it must be put up again or worn down, meeting the collar regulations.
3. If an afro style is worn, it shall be no more than 1 1/2 inches thick at any point on the head.
4. The hair shall not give the appearance of being unkempt or extreme appearance and must permit the proper wearing of the hat. All members' hair must be of natural color (i.e. blond, black, brown, red, or grey) and not such that would diminish the professional uniform appearance. Fluorescent or similar dyed hair colors are not allowed.
5. In all cases, the bulk or length of the hair will not interfere with the normal wear of the uniform hat.

III. Tattoos, Brands, Body Piercings, and Body Modifications

- A. Employees are prohibited from displaying any tattoo, body piercing, or similar marking on their body which is considered obscene, demeaning, or offensive or violent when wearing duty attire. Tattoos cannot have any symbols that are likely to incite a strong reaction in the workplace or in the public. Employees of the Department may not have any initials, acronyms, or numbers that represent criminal or oppressive organizations. No employee shall have any tattoos above the collar bone (including the scalp). Tattoos which are diminutive and placed on the rear of the neck may be permitted on a case by case basis if in a position that can be covered by hair that meets grooming standards or shirt collar. The Chief of Police will have final authority and discretion in determining whether a tattoo meets the standards set forth in this policy or any variance of this policy will be allowed.
- B. Employees of the Department are not allowed to have any type of body modifications such as abnormal shaping of the ears, eyes or nose to include tongue splitting or bifurcations or trans-dermal implants of any object other than hair replacement. Body enhancements, such as breast, cheek, buttock implants, etc., may not interfere with the appearance or wear of uniform or issued equipment, particularly protective body armor or gun belt or cause a grotesque or unnatural facial appearance.
- C. Nose rings are permitted, however they must be a small stud, clear ball or clear pin.
- D. Earrings are permitted while in uniform, but must be a stud. Gauges 11mm and smaller in diameter are permitted. Officers who have gauges must wear skin-colored plugs or solid plugs while in uniform. To reduce unnecessary risks of injury no hoops, rings, or dangling-type earrings are prohibited. Officers are limited to 1 piercing per ear while in uniform.

IV. Exceptions:

- A. Exceptions to this regulation shall be only with the written approval of the Chief of Police. The written approval letter will be stored in the officer's electronic personnel file. Some reasons that an exception may be considered are reasons based upon medical conditions, special assignment, etc.