



MAINE STATE POLICE GENERAL ORDER

E-28

**SUBJECT: MAINE STATE POLICE POLICY REGARDING
APPEARANCE OF PERSONNEL AND THE WEARING AND
APPEARANCE OF THE UNIFORM**

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**SIGNATURE OF
COLONEL:**

A handwritten signature in black ink is written over a light blue rectangular background. The signature appears to be "W. B. R." followed by a stylized flourish.

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I. PURPOSE

The purpose of this General Order is to prescribe standards governing the appearance and grooming of personnel, and the proper wearing and maintenance of the uniform. All employees may comply with this policy in a manner consistent with their gender identity or expression.

II. POLICY

The policy of the Maine State Police is that all personnel are to be groomed and dressed to project a professional image. An employee may request a reasonable accommodation to this policy to accommodate a religious belief, disability, or to accommodate traits associated with protected class status, such as natural hair textures, Afro styles, and protective hair styles, or body modification, unless doing so would result in an undue hardship for the agency. The employee shall contact the Department's EEO Officer to make such request.

III. DEFINITIONS

For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.

A. "Band tattoo" is any tattoo that completely circles a limb or digit to include but not limited to a strand of barbed wire around the bicep or name/date around the third finger on the left hand.

B. "Body modification" means modifications to the body including, but not limited to, the following examples, but does not include modifications resulting from procedures medically necessary or generally accepted cosmetic changes/augmentations performed by a licensed medical professional:

1. tongue splitting or bifurcation;
2. the complete or trans-dermal implantation of any object(s) (other than hair replacement);
3. abnormal shaping of the ears, eyes, or nose;
4. abnormal filing of teeth;
5. branding;
6. scarification;
7. gauging; or
8. facial piercings including, but not limited to, tongue piercings, lip piercings, nose piercings, and brow piercings.

- C. "Branding" means a mark burned into the skinned for decorative purposes.
- D. "Colonel" means the Chief of the Maine State Police or designee.
- E. "Extreme" tattoos, scarifications or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities and include but are not limited to those which advocate or engage in hatred, intolerance, or illegal discrimination based on:
1. race;
 2. color;
 3. sex;
 4. sexual orientation;
 5. gender identity;
 6. physical or mental disabilities;
 7. religion;
 8. age;
 9. Ancestry;
 10. national origin;
 11. familial status;
 12. marital status;
 13. ethnicity; or
 14. any other unlawful means of depriving individual rights under the U.S. Constitution, Federal or State law, or that depict indecent, sexist, or racist images.
- F. "Gauging" means gradually increasing the radius of an opening in the flesh in areas such as the ear lobes.
- G. "Indecent" tattoos, scarifications, or brands are those that are obscene, grossly offensive to modesty, decency, or propriety.
- H. "Racist" tattoos, scarifications, or brands are those that advocate a philosophy that degrades or demeans a person based upon race, ethnicity, or national origin.
- I. "Scarification" means a mark created for decorative purposes by the intentional scarring of the skin.

J. “Tattoo” means a permanent mark on the skin created by puncturing the skin and inserting pigment, dye or other substance to establish a design, form, figure or art. Tattoo includes, but is not limited to, the following descriptions

1. “quarter-sleeve tattoo” is a tattoo that extends from approximately the shoulder to approximately the mid-point of the arm between the bicep and elbow.
2. “half-sleeve tattoo” is further described as a tattoo that extends from approximately the shoulder to approximately the upper area of the arm, two inches above the elbow.
3. “full-sleeve tattoo” is further described as a tattoo that extends from approximately the shoulder to approximately two inches above the wrist bone.

IV. STANDARDS

The Maine State Police is a paramilitary organization where discipline and effectiveness are judged by a neat and well-groomed appearance. A duty of all members is to always take pride in their appearance. Any activity that detracts from a professional appearance is unacceptable. Activities that detract from a professional appearance include but are not limited to, the use of tobacco products while on duty or in uniform and in view of the public and standing with hands in trouser pockets.

A. Personal Appearance

1. Hair and Cosmetics
 - a) An officer’s hair must be kept in a neat, clean manner. Unconventional haircuts or hairstyles, such as mohawks, are prohibited.
 - b) If dyes, tints, or bleaches are used in the hair, colors used must be natural to human hair and not present an extreme appearance.
 - c) Lines or designs may not be cut into the hair or scalp.
 - d) The bulk or length of the hair must not in any case interfere with the normal wearing of headgear or protective equipment nor present an unkept appearance.
 - e) Protective hairstyles, hair textures, Afro hairstyles, and protective hairstyles, that do not pose a health or safety hazard or allow for the proper fit of headgear or protective equipment are

allowed.

2. Male

- a) Hair must be worn neatly and closely trimmed.
- b) Hair must be clipped at the sides and back to present an evenly graduated appearance.
- c) When combed, hair may not fall over the ears or eyebrows, nor touch the collar.
- d) Sideburns must be neatly trimmed. The base of sideburns must not be flared and must be a clean-shaven, horizontal line and sideburns must not extend below the lowest part of the exterior ear opening.
- e) The face must be clean-shaven. Facial hair such as goatees and beards are prohibited.
- f) If a mustache is worn, it must be kept neatly trimmed, tapered, and tidy, and may not present a chopped-off appearance. No portion of the mustache may cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corner of the mouth. See Attachment 1.

3. Female

- a) Hair must be neatly groomed. The length and bulk of the hair may not be excessive or present an unkempt appearance.
- b) Hair may not fall over the eyebrows or extend below the bottom edge of the collar.
- c) Cosmetics may be used if applied conservatively and in good taste; exaggerated or faddish cosmetic styles are inappropriate with the uniform and may not be worn.
- j) Lipstick and nail polish may be worn with all uniforms if the color is conservative and complements the uniform; extreme shades of lipstick and nail polish shall not be worn.

4. Fingernails

All officers must keep fingernails clean and neatly trimmed so as not to interfere with performance of duties or detract from appearance.

5. Jewelry

Jewelry or articles -- other than the designated uniform class

headgear, glasses, or other necessary medical devices or indicators-- may not be worn above the neck when in uniform.

6. Eyeglasses

Eyeglasses must be conservative in style and in good taste; mirrored, unconventional, or extreme shape and/or colors shall not be worn.

7. Tattoos

a) Content of tattoos

(1) Tattoos located anywhere on the body that are prejudicial to good order and discipline or are of a nature to bring discredit upon the Maine State Police, are prohibited. Examples include but are not limited to, tattoos that are drug-related, gang-related, extreme, indecent, or racist.

(2) The occurrence of any tattoo identified as drug-related, gang-related, extreme, indecent, or racist may be referred to the Office of Professional Standards for a Code of Conduct violation and/or jeopardize a candidate in the hiring process.

b) Tattoos on the head, face, or neck, including inside the mouth, are prohibited.

c) Chest or Back Tattoos

(1) Tattoos on the chest or back must be below the collarbone and seventh cervical vertebrae (C7).

(2) Tattoos on the chest or back must be covered by wearing a properly fitting crew neck t-shirt with no portion of the tattoo visible.

d) Band Tattoos are authorized to be displayed in class C and D (if short sleeves or with sleeves rolled up) uniforms or civilian attire. See also hand tattoos below.

e) Quarter-sleeve Tattoos are authorized to be displayed in Class C uniform or civilian attire.

f) Half-sleeve Tattoos are authorized to be displayed in Class C and D (if short sleeves or with sleeves rolled up) uniforms or civilian attire.

g) Full-sleeve Tattoos are authorized to be visible in Class C and

D (if short sleeves or with sleeves rolled up) uniforms or civilian attire.

h) Lower-arm and Elbow Tattoos are authorized to be visible in Class C and D (if short sleeves or with sleeves rolled up) uniforms and civilian attire.

i) Hand, Finger and Wrist Tattoos within two inches of the wrist bone are prohibited, except a single band tattoo, no more than 3/8 of an inch in width on one finger; only one band tattoo is allowed.

8. **Tattoo Waiver:** A member or applicant may request a waiver for a tattoo located on the body in an area restricted by this policy. Example: an applicant that already has a tattoo or a current member who would like to have a tattoo, on their hand or neck that is generally prohibited by this policy may submit a written request to the Colonel or designee for a waiver. To request a waiver a memo must be submitted to the Colonel or designee, through the chain of command, including a photo of the current tattoo or a picture or sketch of the requested tattoo with a description detailing its dimensions.

9. **Body Modifications, Scarifications, and Branding**
Body modification, scarifications, and branding to any area of the body that is visible while on-duty in any authorized uniform or attire, is prohibited.

B. UNIFORM

1. Uniform Appearance and Fit

a) All uniformed officers shall wear the Class B or C standard working uniform, unless otherwise authorized by this General Order or expressly authorized by an officer's Commanding Officer.

b) Officers shall maintain a high standard of dress and appearance.

c) Uniforms must fit properly and be clean, serviceable, and pressed as necessary.

d) Officers shall ensure that when articles (e.g., wallets, combs, checkbooks, etc.) are carried in pockets, the articles do not

protrude from the pocket or present a bulky appearance.

e) Uniforms must be kept buttoned, zipped, and snapped.

f) Shoes, boots, and other leather gear must be cleaned and polished.

2. Uniform Class Designation

a) Class A (Dress Blouse)

Dress Blouse with Sam Browne and gun belt with the following accessories:

(1) Holster;

(2) Magazine pouch;

(3) Handcuff case; and

(4) Stetson.

b) Class B (Standard Working Uniform – Winter)

The Class B uniform is the uniform of the day beginning November 1st through April 15th.

(1) The Class B uniform includes:

(a) Long sleeve shirt;

(b) Necktie;

(c) Jacket (optional);

(d) Stetson; and

(e) Issued boots.

(2) Wearing of the following uniform articles with the Class B uniform is permissible during inclement weather or particularly cold weather:

(a) Black watch cap;

(b) Winter parka; and or

(c) Insulated vest. The vest may only be worn under the jacket or winter parka. In no case may the vest be worn as an outer garment.

c) Class C (Standard Working Uniform – Summer)

The Class C Uniform is the uniform of the day beginning April 16th through October 31st, unless authorized by the Colonel, to begin on an earlier date.

(1) The Class C uniform includes:

(a) Short sleeve shirt;

(b) Issued jacket (optional);

- (c) Stetson; and
 - (d) Issued boots.
- (2) Long sleeve shirt and necktie and/or insulated boots may be substituted due to weather conditions or special details.
- (3) When an officer wears an undershirt with the Class C uniform, any exposed portion of the undershirt must be white.
- d) Class D (Utility Uniform)
 - (1) The Class D Utility Uniform may be worn in lieu of the regular uniform for specific activities or events, when authorized by a Commissioned Officer.
 - (2) A Commissioned Officer responsible for officers assigned to the following units may, in consultation with the appropriate Division Major, authorize the Class D uniform when engaged in training or responses as a member of a specialty team or unit:
 - (a) Troop K - Commercial Vehicle Enforcement Unit;
 - (b) Specialty Team and Training Units;
 - (c) Crime Lab; and
 - (d) The Air Wing.
 - (3) The Class D uniform consists of the following:
 - (a) BDU shirt and trousers;
 - (b) BDU field jacket (or winter parka as weather dictates);
 - (c) Issued headgear; and
 - (d) Issued boots.
 - (4) Notwithstanding any other General Order, the Class D BDU shirts, trousers, and field jackets shall be issued and worn within the following guidelines:
 - (a) A State Police patch on each shoulder;
 - (b) A State Police badge sewn over the left breast pocket;
 - (c) One Specialty patch sewn or embroidered over the right breast pocket above name tag;
 - (d) Sewn collar insignias (as appropriate for rank);

- (e) Corporal or Sergeant stripes sewn on the sleeves in the approved fashion; and
 - (f) Trousers must be bloused over the top of the boots.
- (5) No metal badges, whistles, pins or other emblems may be worn on any part of the Class D uniform.
- (6) The Class D uniform is authorized to be worn in the following manner:
 - (a) When an officer wears an undershirt with the Class D uniform, any exposed portion of the undershirt must either be navy blue or black, as appropriate. (Only a black undershirt may be worn with a camouflaged Class D uniform.)
 - (b) Officers authorized to wear the Class D uniform may, in the event of cold weather, wear a turtleneck shirt, black or navy blue in color, under the authorized Class D winter shirt. (Only a black turtleneck shirt may be worn with a camouflaged Class D uniform.)
 - (c) When an officer is authorized to wear a Class D uniform, the uniform shall be worn in a complete and professional fashion. The sleeves on the winter uniform may be rolled up, but must be done in a neat, professional, military- style cuffed fashion and may not otherwise be unbuttoned. All other buttons and/or fasteners are to be buttoned or fastened as designed.
 - (d) A Commissioned Officer, with the prior approval of the appropriate Division Major, may authorize the wearing of an issued or authorized polo shirt in place of the BDU shirt.
- (7) Headgear Caps (cover)
Issued headgear cap must be always worn when the officer is outside.
- (8) Extreme cold weather
With the permission of their supervisor, and as weather dictates, officers may wear:
 - (a) Issued insulated bib pants, vest, and coat over

- the Class D uniform;
 - (b) The issued watch cap; and
 - (c) Issued boots.
- e) General
 - (1) Covering Badge

The Colonel may direct or authorize that the worn badge be covered consistent with protocol or policies such as the Protocol Manual for the Death of a Law Enforcement Officer.
 - (2) Funeral Detail

Unless otherwise directed, whenever a uniform class designation is preceded by the wording "funeral detail," it indicates that the Sam Browne must be worn along with the gun belt with minimum accessories, weapon, ammo pouch, and handcuff case.
 - (3) Civil Disturbance Detail

Whenever a uniform class designation is preceded with the wording "civil disturbance detail," it includes, in addition to gun belt and all accessories, the following equipment:

 - (a) Issued helmet and/or ballistic helmet;
 - (b) Body armor;
 - (c) Riot baton;
 - (d) Gas mask with filters and carrying bag;
 - (e) Issued jacket (as weather dictates);
 - (f) Issued boots;
 - (g) Gloves; and
 - (h) Civil disturbance gear with issued equipment.
 - (4) The issued raincoat may be worn with any class uniform, as necessary.
 - (5) Two or more officers working on the same detail shall wear the same class uniform.
 - (6) The only items that may be worn on the issued jacket are:
 - (a) Badge;
 - (b) Corporal or Sergeant's stripes, as appropriate;

and

(c) Rank insignia for commissioned officers.

(7) Officers assigned to the uniformed ranks shall wear the uniform of the day for court and administrative proceedings, unless:

(a) The forum of a proceeding prohibits the wearing of a uniform during the proceeding; or

(b) An officer is in a light-/modified-duty assignment at the time needed to attend a proceeding.

(c) If either (a) or (b) applies, an officer shall wear conservative business attire to a proceeding.

f) Major Crime Unit (MCU) detectives, officers assigned to non-uniform responsibilities, civilian personnel:

(1) Officers shall wear conservative business attire appropriate for the weather; a sweater may be substituted for a sports coat or suit coat.

(2) Other attire (e.g., coveralls, jeans (denim), work clothes, less formal attire, etc.) may be worn if authorized by a supervisor.

(3) Shoes, ties, socks, and belts must be conservative and appropriate, e.g., no court or running shoes, no flashy, bright-colored socks or ties.

3. SPECIAL ASSIGNMENT ATTIRE

Officers who are on special assignment – such as working in an undercover assignment – are exempt from the requirements of this policy to the extent compliance with the requirements would be unreasonable because of the nature of assignment.

4. CIVILIAN ATTIRE

Civilian agency personnel shall dress in a presentable manner when working.

5. ACCESSORIES

a) Leather equipment

(1) Notwithstanding any other applicable policies, the following items may be worn on the uniform duty belt:

- (a) Folding utility tool and/or flashlight in a black leather holder consistent with the duty belt and other accessories;
 - (b) Portable radio;
 - (c) Cellular telephone; and
 - (d) Accessories for installed electronic devices (e.g., audio/video system, canine door remote control, etc.).
- (2) Black leather “belt keepers” with silver or chrome snaps are permitted.
- (3) Leather gear, including, but not limited to, issued boots, must be properly maintained, cleaned, and shined so that it is free from visible wear and discoloration.
- b) Socks
Socks, when visible above the boots, must be black or navy blue.
- c) Uniform accessories
 - (1) Badge
 - (a) The badge must be always displayed on shirts, jackets, parkas, blouses, and raincoats worn by officers.
 - (b) The badge must be affixed to the garment, centered above the left breast pocket or that portion of the garment designed for retention of the badge.
 - (2) Commissioned Officer Collar Insignia – Class B or C uniform: See Attachment 2a.
 - (3) Commissioned Officer Rank Insignia – Class A and Jacket
Placed on the epaulet, 1-inch from the shoulder seam and parallel to the seam.
 - (4) Sergeant/Corporal Cloth Chevrons
Sergeant/Corporal Cloth Chevrons must be positioned on the sleeve to allow a ½-inch between the top of the chevron and the bottom of the official State Police shoulder patch.
 - (5) Maine State Police collar brass
See Attachments 2b and 2c.

- (6) Stetson hat
 - (a) Stetsons must have acorns on the hat braid and a small hat badge.
 - (b) Commissioned officers' braid and hat badge must be gold. All other officers' braids and hat badges must be silver.
 - (c) See Attachment 3.
- (7) Tie bar
 - (a) The tie bar must be centered between buttons, right and left breast pocket.
 - (b) Only the issued tie bar depicting the State seal may be worn.
- (8) Service ribbon
 - (a) When worn, service ribbons awarded for special service must be worn with the Class A, B, and C uniform, centered, top to bottom, right to left, on the left breast pocket flap.
 - (b) In the case of more than one award, ribbons are worn in order of precedence from the wearer's right to left.
 - (c) The order of precedence is:
 - (i) Valor - Red-White-Blue (Red will be to the wearer's right);
 - (ii) Bravery - Gold-Blue (Gold will be to the wearer's right);
 - (iii) Wounds - Blue with star;
 - (iv) Meritorious Service - Red-Green-Yellow (Red will be to the wearer's right).
- (9) Emblems
 - (a) When authorized, emblems must be worn on the right breast pocket flap, centered top to bottom, left to right.
 - (b) Only one authorized emblem may be worn on the dress blouse, winter shirt, and summer shirt.
 - (c) Authorized emblems are as follows:

1.	Crash Reconstructionist Specialist;
2.	Air Wing;
3.	Dive Team;
4.	Drug Recognition Expert;
5.	Bomb Team;
6.	Canine Unit;
7.	Crisis Negotiation Team;
8.	Tactical Team;
9.	BLETP Cadre pin during the period when the officer is working in such capacity;
10.	Pipe and Drum Unit;
11.	Field Training Officer pin during the period when the officer is working in such capacity;
12.	Trooper of the Year;
13.	Evidence Response Team;
14.	Incident Management Assistance Team (IMAT);
15.	State Police Motorcycle Unit;
16.	Firearms Instructor;
17.	EVOC Instructor; and
18.	PACE Team.

(10) United States military awards and medals

On Veterans' Day (November 11), with the prior approval of the Colonel, officers may display any military awards and medals they have been awarded.

(11) Name plate

The name plate must be always displayed on an officer's shirt or dress blouse, centered above the right breast pocket, with the bottom of the name plate in line with the top of the right breast pocket flap.

(12) MCJA Certified Instructor pin/FBI National Academy pin

- (a) The MCJA Certified Instructor pin must be centered and 1/2-inch above the top of name tag.
 - (b) In lieu of an MCJA Certified Instructor pin, the FBI National Academy pin may be worn by those personnel who have graduated from the FBI National Academy. When worn, the FBI National Academy pin must be centered and 1/2-inch above the name tag.
 - (c) Only one such pin may be worn or displayed on the uniform.
- (13) Whistle and chain
- (a) The whistle and chain must be worn with the chain clip under the right epaulet button, and the chain ring, or chain loop (whistle end), retained by the right breast pocket flap button, under the pocket flap.
 - (b) The whistle and chain must be worn on the Class A, B, and C uniforms.
 - (c) The whistle and chain may not be worn on the jacket.
- (14) Service Stripes
- For each three years of service completed by sworn officers, a gold service stripe is authorized for the left sleeve of the official uniforms listed below. These service stripes must be worn in the following manner:
- (a) Winter Shirt – 2-inch service stripe shall be affixed to left sleeve on line with the center of the shoulder patch ½-inch above the top of the sleeve cuff. Additional authorized service stripes shall be positioned above initial service stripe and continue on line with the center of the shoulder patch toward same.
 - (b) Dress Blouse – 3-inch service stripe shall be affixed to the left sleeve on line with the center of the shoulder patch, ½-inch above the top of the decorative braid. Additional service stripes shall be positioned above initial service stripes and continue on line with the center of the shoulder patch toward same.

V. ATTACHMENTS

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NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.