



# NEWARK POLICE DIVISION GENERAL ORDER



<b>SUBJECT:</b> <b>STANDARDS OF APPEARANCE AND PERSONAL GROOMING/ WEARING OF THE UNIFORM</b>	<b>GENERAL ORDER NO.</b> <b>2002-07</b>
<b>SUPERSEDES:</b> <b>G.O. 2002-07 (ISSUED 4/27/2021)</b>	<b>DATED:</b> <b>MAY 13, 2021</b>
<b>RELATED POLICIES &amp; GENERAL ORDERS:</b> <i>Responsibilities of Command and Supervisory Personnel (G.O. 1980-1)</i>	

## I. PURPOSE

The purpose of this policy is to establish a standard of appearance and personal grooming for sworn and civilian personnel, regardless if they are required to wear a uniform or not, of the Newark Police Division. Members of the Newark Police Division are representatives of the law and symbolize the dignity and authority of the City of Newark. Therefore, in order to maintain uniformity, neatness, and safety, the Newark Police Division has established regulations pertaining to grooming and wearing of a uniform.

## II. POLICY

It is the policy of the Newark Police Division that all personnel maintain a professional image so as not to bring discredit, ridicule, or criticism to the Division. Therefore, all members shall be neat and clean in appearance, well groomed, and exemplify professionalism during the course of duty.

## III. STANDARDS

All personnel, sworn and civilian, shall maintain a neat and well-groomed appearance while on-duty wearing a uniform or civilian attire. All personnel shall adhere to the following standards:

### A. Male Personnel

#### 1. Hair

- a. Shall be neatly trimmed, combed, or brushed.
- b. Shall be cut to present a tapered appearance.
- c. When standing with the head in a normal posture, the hair shall not fall over the ear, eyebrow, or extend over the shirt or coat collar.
- d. Shall not interfere with the proper method of wearing any authorized uniform headgear.
- e. Wearing false hair is permissible but shall conform to the standards set forth in this policy.
- f. Any use of hair coloring must appear to be a natural hair color.
- g. Extreme or fad hairstyles are prohibited including, but not limited to, those that incorporate designs or sculptures using the hair and/or cut into the hair, and any style that presents an unprofessional or disheveled appearance.



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## 2. Mustache

- a. May be worn by personnel.
- b. Shall be kept trimmed and clean.
- c. No portion shall extend below corners of the mouth.
- d. Shall not be twirled or curled.

## 3. Sideburns

- a. May be worn by personnel.
- b. Shall not extend beyond the lowest part of the opening of the ear.
- c. Shall be trimmed and neat in appearance.
- d. The base shall be a clean, horizontal line.

## 4. Facial and Neck Hair

Personnel will be allowed to grow and maintain facial hair up to one-quarter of an inch in length. All personnel wishing to grow facial hair shall be permitted to do so as long as the facial hair is not unkempt in appearance, or styled in an inappropriate or unprofessional manner. Facial hair may not be dyed to any unnatural hair color.

Personnel must keep in mind that grooming plays an important part in their workplace and off-duty safety. Facial hair may not be worn or maintained in a manner which may constitute a possible risk of injury.

Officers who have duty assignments that may require them to wear personal protective equipment, such as an emergency respirator (i.e. millennium gas mask), are not permitted to grow and maintain facial hair in a manner that could compromise the effectiveness of the personal protective equipment.

## B. Female Personnel

### 1. Hair

- a. Shall be neatly groomed, the length, bulk, or appearance of natural hair shall not be excessive, ragged, or unkempt.
- b. When standing with the head in a normal posture, the hair shall not be worn longer than the bottom of the collar, at the back of the neck, of the shirt or coat.
- c. The front of the hair shall be groomed to not fall below the band of authorized uniform headgear and may be worn slightly over the ears.
- d. The bulk or length of the hair shall not interfere with the use of authorized uniform headgear.
- e. A ponytail or braid hairstyle longer than the bottom of the collar is not permitted.
- f. A "bun" or "twist" hairstyle shall be permitted if worn on the rear of the head. If worn, the hairstyle shall be worn in a neat manner that does not interfere with the use of authorized uniform headgear. The hairstyle shall not prevent the uniform hat



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- g. from being placed squarely on the head, with the center of the hat's visor directly over the nose.
- h. Ribbons, ornaments or other hair accessories shall not be worn in the hair. A bobby pin or conservative barrette, which blends with the hair, is permitted but must be worn neatly and inconspicuously.
- i. Any use of hair coloring must appear to be a natural hair color.
- j. Wearing false hair is permissible, but shall conform to the standards set forth in this policy.

## 2. Cosmetics

- a. May be worn by female personnel.
- b. Cosmetics shall be subdued and blended to match the skin color.
- c. False eyelashes are not permitted.

## 3. Wearing of the Hijab

- a. Shall be blue in color, consistent with the Division-authorized uniform shirt;
- b. Shall be neatly tucked inside of the uniform shirt;
- c. The Division member's face and any Division-issued insignia, badge, numbering or name must be visible;
- d. Must fit under Division-regulated headwear, including but not limited to the authorized hats, Division-issued helmets or masks if the situation requires, whether by removing the religious head covering or by wearing a small, close-fitting religious head covering under the duty helmet, hat or mask;
- e. Such head covering shall be made of material that is not a fire or safety hazard;
- f. The head covering shall not include any badges or insignia; and
- g. For safety reasons, the head covering should be easily removable or "break-away" with the use of Velcro or magnetic fastenings that release easily if grabbed.

## C. Fingernails

- 1. Shall be clean, neat and trimmed.
- 2. The length of the fingernail shall not extend beyond the tip of the finger in order to not interfere with the performance of duty or safe handling of a firearm.
- 3. Fingernail polish is permitted but shall be subdued in color.

## D. Jewelry

- 1. Jewelry is not permitted while wearing any uniform.
- 2. Jewelry, while in plain clothes or business attire, that diminishes the professional appearance of the Division member or presents a safety hazard is not permitted.



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3. A dependable watch is permitted.
4. Religious ornaments or symbols shall not be worn on the outside of the uniform.

## **E. Eyeglasses and Contact Lenses**

1. Eyeglasses and contact lenses are permitted to be worn, but the design shall be unpretentious.

## **F. Wearing of the Uniform**

1. The uniform shall be neat, clean, well pressed and in good condition.
2. Shirt collars, sleeves, and outer garments shall be properly buttoned. When a short-sleeve uniform shirt is worn, only the top button on the shirt shall be undone.
3. Leather items and shoes shall be clean and polished.
4. The uniform hats shall be worn squarely and/or properly on the head. The center of the visor of the 8 point hat shall be directly over the nose. The patch of the baseball cap and watch cap shall always be centered to the front of the head. Other than official head gear, no other head gear or garment shall be worn externally while in uniform.
5. The uniform hat may be removed while inside of a Division vehicle.
6. The uniform hat must be worn when outside of a Division vehicle. The use of the uniform hat shall not be required during exigent circumstances (e.g. foot chase, entering structure on fire etc.). The Public Safety Director or Chief of Police may relax the wearing of hats at their discretion.
7. Hat wreaths, badges, name plates, and buttons shall be shined and in good condition.
8. Personnel shall only wear the Division uniform while in the performance of official police duties or when explicitly authorized. Unauthorized wearing of the Division uniform, whole or in part, is prohibited.

## **G. Civilian Clothing**

1. Personnel wearing civilian attire shall dress accordingly to their assignment.
2. Personnel wearing civilian attire shall ensure their clothing is neat, clean, and appropriate in appearance in order to compliment the professional image of the Newark Police Division. All apparel shall be conservative.



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3. Notwithstanding provisions set in this policy, Commanding Officers may temporarily prescribe the wearing of any type of clothing when the nature of the police work so requires.
4. Personnel shall always have the uniform of the day and all necessary equipment, needed for patrol duty, readily available at their place of assignment.

## H. Courtroom Attire

1. Personnel, on or off duty, shall wear the uniform of the day or business attire. Members shall not wear a civilian outer garment to conceal the Newark Police uniform.
2. The following is acceptable business attire:
  - a. Male personnel – Business suit or sport coat with trousers, a short or long sleeved dress shirt, with conservative necktie and dress shoes.
  - b. Female personnel – Business dresses or a skirt with a blouse and jacket, or a pants or skirt suit and dress shoes.
3. On-duty personnel, utilizing non-business attire for their assignment, attending court are not required to wear a Division uniform or business attire and may attend court in their civilian work clothes. However, Division personnel shall obey the orders of the court should the court require a uniform or business attire to be worn.

## I. Religious Exemptions

1. Members who believe that for religious reasons they should be allowed to deviate from policy may request authorization for exemptions to this policy in order to wear articles of faith while on-duty or observe religious grooming customs.
  - a. Such requests shall be forwarded through the chain of command and include the Division member's present assignment, and the reason why an accommodation is being requested.
2. This exception under this subsection applies to head coverings only.

## IV. SAFETY CONSIDERATIONS

Personnel must keep in mind that grooming plays an important part in their workplace and off-duty safety. Ungroomed personnel may not be initially perceived as law enforcement, especially when wearing civilian attire. Grooming standards reduce personal hazards and the ability of combative individuals to grab, control, or injure personnel. Jewelry can cause severe personal injury. Grooming is also vital in the proper use of the firearm and other equipment such as an emergency respirator which could be rendered less effective or useless by certain grooming practices.



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## V. RESPONSIBILITY FOR COMPLIANCE

All Division members are responsible for compliance with this policy. Command and supervisory officers shall continuously ensure that all subordinate personnel comply with this directive. Upon observing a violation of this order, commanders and/or supervisors shall immediately issue a direct verbal order to comply with this order by the employee's next work shift. Subsequent violations shall be handled with progressive disciplinary action.

## VI. EFFECT OF THIS ORDER

This order is effective immediately upon promulgation. Any previous orders, memoranda, directives, or portions thereof that conflict with this order are hereby rescinded.

By Order of:

A blue ink signature of Brian A. O'Hara, written in a cursive style, is positioned above a horizontal line.

**BRIAN A. O'HARA**  
**PUBLIC SAFETY DIRECTOR**

BO/CM/MA:jg