


<p style="text-align: center;"><b>STRATFORD POLICE DEPARTMENT</b></p> 	Type of Directive: <b>Policy and Procedure</b>	Updated: <b>06-12-2023</b>
	Title: <b>Grooming and Personal Appearance</b>	No. <b>13.2</b>
	Issuing Authority: <b>Chief Joseph McNeil</b>	Issued: <b>03-21-2019</b>
	Reference: Policy 13.2.5 Dress Requirements moved over to 13.2 on 6/12/23.	
History: 03-21-19,11-27-20		

**PURPOSE:**

The purpose of this policy shall be to establish grooming and personal appearance standards for all members/employees of the Stratford Police Department.

**POLICY:**

It shall be the policy of the Stratford Police Department to follow the procedures as set forth below.

**PROCEDURE:**

All employees, sworn and non-sworn, are required to maintain themselves at a level of personal physical fitness that allows them to function properly in the position that they occupy.

As the duties and functions of a sworn officer require a level of physical fitness not demanded by many other professions, all sworn members of the department shall maintain their general health and physical fitness in order to function as required by their position.

All employees, Sworn and non-sworn, are required to be neat, clean, and well groomed at all times. Exceptions shall be made only by supervisory personnel under special conditions (i.e. undercover operations.) Uniform and civilian clothes shall be kept clean and pressed at all times. Footwear, leather, equipment, and brass shall be regularly polished.

It is the policy of this department that all personnel who come into contact with the general public shall be dressed in an appropriate manner. As support staff to the department, civilian employees are expected to maintain a professional appearance regardless of assignment.

**Footwear**

Shoes shall present a shined appearance and be free of dirt. Foul weather footwear shall be conservative in appearance.

**Fingernails**

Employees shall keep their fingernails trimmed and free of dirt. While in uniform, fingernail polish, if used, will be clear in color neutral natural tones.

### **Hair Color**

Hair color shall be limited to "Natural "colors, Brown, Black, Blonde Red and natural Grey. No trendy or unnatural color of hair will be allowed.

### **Hair Regulations**

The following regulations will apply to all sworn male personnel, regardless of assignment. The only exception to this regulation will be the personnel assigned to the undercover work where unusual hairstyles are necessary to accomplish their assignment. Personnel performing plainclothes functions are not excluded from these regulations.

### **Haircuts**

Hair will present a tapered appearance. When combed, it will not fall over the ears or eyebrows or extend over the collar. Hairstyles will not interfere with the normal wearing of the uniform. When wearing the prescribed headgear, hair cannot extend out to the side beyond the ears or below the hat line on the forehead. This includes the wearing of a toupee.

### **Sideburns**

Sideburns will be neatly trimmed and not extend downward beyond the middle of the ear. The base of the sideburn will be a clean-shaven horizontal line. Sideburns will be of uniform width from top to bottom with no flare at the base.

### **Moustaches**

Moustaches will be neatly trimmed. Fu-Manchu, handlebar, or waxed-end type styles are not authorized. No portion of the moustache shall extend beyond the corners of the mouth by more than one-half inch, and that portion extending beyond the corners will not fall below a parallel with the corner of the mouth. Moustaches will not extend down over the lower lip (i.e. walrus style.)

### **Beards and Goatees**

Beards and Goatees are permitted provided they are half-inch in length below the lower lip, clean and neatly trimmed. The length of any facial hair shall not exceed one-half inch (1/2") in length and shall not be grown below the laryngeal prominence ("Adam's apple") of the neck line. Inspections by first-line supervisors and shift commanders shall be done on a daily basis. The Chief and or Deputy Chief shall have final say regarding neatness, appearance, and or length. This decision is final with no appeal.

This modification of the policy is on a trial basis at this time. The Chief reserves the right to rescind this memo at any time.

### **Uniformed Female Personnel**

Hair will be neatly trimmed, shaped and in a style that permits the wearing of the uniform cap, hat or other emergency equipment. Hair weave, extensions or wigs must be within these guidelines.

If hair is longer than collar length it must be pulled back and can not extend past the shoulder blades at the seam of the uniform shirt.

### **Jewelry**

In the interest of employee safety, as well as professional appearance, the wearing of bracelets or other jewelry is prohibited (excluding medical alert bracelets.) The jewelry standard does not apply to officers in undercover operations and so authorized by the Chief of Police.

### **Other Police Functions**

Department personnel attending hearings, court proceedings, schools, formal functions, or any gathering, where the officer is a representative of the department, shall dress appropriately for the occasion.

Department personnel attending these functions shall do so either in the uniform of the day or proper business attire. All attire will be clean and neat in appearance. Exceptions to this requirement may be granted for specific reasons by the assigning supervisor.

Functions that specify a particular type of attire will have priority. Personnel shall check with their supervisor when in doubt as to what type of attire is appropriate for any given situation.