

	The University of North Carolina Greensboro Police Department	
	General Order 1-4.3	Grooming and Appearance Standards

Purpose and Scope

This policy provides guidelines for the personal appearance of members of the UNCG Police Department.

Policy

Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity, and the social norms of the community served, while considering matters important to members of the Department.

A. Grooming Standards for Non-sworn personnel

Non-sworn employees will be neat and well-groomed when on duty or when representing the UNCG Police Department. Contemporary hairstyles may be worn if the general appearance maintains a conservative and professional image.

B. Grooming Standards

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be

worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

- Hair on top of the head shall be neatly groomed and kept in a conservative cut, evenly trimmed, and tapered and blocked proportionately along the sides and back of the head. The length and/or bulk of the hair will not be excessive or present a ragged 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 cover any part of the shirt collar when standing in an erect position.
- Sideburns (worn without a beard) shall not extend below the earlobe and shall at no point be more than 1 ½ inches wide. Sideburns shall not exceed ½ inch in bulk, shall not flare, and shall be trimmed horizontally across the bottom.
- Mustaches shall be neatly trimmed and shall not exceed more than one half inch beyond the corners of the mouth or extend more than ¼ inch below the corners of the mouth. Mustaches shall not cover any part of the upper lip.
- All 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. Facial hair shall be neat, trimmed and maintained at a length not to exceed one and one-half inch. Beards must be trimmed 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. Permission to wear beards, mustaches and goatees may be withdrawn by the chief, at any time.
- Hair, beard and/or mustache will not give the appearance of being ragged, unkempt, or extreme in appearance. All employees' hair must be of natural color (i.e. blonde, black, brown, red, or gray) and not such that would diminish the professional appearance. Fluorescent or similar dyed hair colors are not allowed.

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern.

The color of fingernail polish shall present a professional image.

C. Jewelry

Male and female personnel may not wear any form of jewelry while in uniform except a combination of the following:

- A wrist watch;
- Two rings of choice;
- Department issued access bracelet;
- Medical identification bracelet or necklace; or

- One necklace of sufficient length so as to be concealed when worn.

Female uniformed officers are authorized to wear one pair of earrings, ball type design, not to exceed 6mm in diameter. Earrings will be worn only in the ear lobe.

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on duty or while representing the University of North Carolina Greensboro Police Department in any official capacity, that is a deviation from normal anatomical features, and that is not medically required, is prohibited.

Such body alteration includes, but is not limited to:

- Tongue splitting or piercing.
- The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
- Branding, scarification or burning to create a design or pattern.

D. Personal Hygiene

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair.

Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

E. Tattoos

At no time while on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability or medical condition, marital status, gang, supremacist or extremist group affiliation, drug use, sexually explicit acts or other obscene material.

F. Exceptions to Grooming and Dress Standards

Exceptions to this regulation shall be taken into consideration only with the written consent of the Chief of Police. Some reasons that an exception may be considered are reasons based upon medical conditions, special assignment, etc.

G. Religious Accommodations

The religious beliefs and needs of department members should be reasonably accommodated.

Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings, or certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.