



VSP-DIR-103

Personal Appearance

1.0 Purpose

- 1.1 To establish a set of standards by which all members will be guided in order to appear uniform and well groomed. These regulations shall apply to all members of the state police unless directed otherwise by the member's division commander. Personal appearance is another way in which the public formulates attitudes about our Department, therefore, personal appearance should reflect good taste and judgment.

2.0 Policy

- 2.1 All members will be neatly groomed at all times unless ordered to do otherwise due to their particular assignment. While in uniform or civilian clothes, members shall take particular care in their appearance.

3.0 Procedure

3.1 Clothing

- A. Uniform, or civilian clothing, will be clean and will give a pressed appearance before each tour of duty. The brass buttons, collar pins, badge, etc., will be polished and maintained by the member. Those items that have a plated finish will be cleaned in accordance with the manufacturer's recommendations.
- B. Appropriate civilian attire may be approved for certain trainings or special team activities. Unless otherwise instructed, members who operate a marked state police vehicle to and from training sessions shall wear professional, business type clothing when not in uniform.
- C. When not in uniform, all members shall dress in a professional and appropriate manner.
 1. Male members not in uniform will wear a dress shirt, tie, and dress

slacks. Male members may choose to wear a sport jacket (blazer), sweater, or approved lightweight jacket over the shirt and tie.

2. Female members not in uniform may wear either a dress, skirt or dress slacks. The distance between the bottom hem of the skirt or dress and the top of the knee shall not exceed two inches when standing.
3. Blouses and shirts, whether collared, crew neck or modest high cut v-neck in style, including appropriate sleeveless tops, shall be considered business attire for female members. Female members may also wear sweaters, blazers, and suits.

3.2 Footwear

- A. Footwear will be shined and free of dirt before each tour of duty.
- B. Boots shall be standard footwear with the departmental class A, B, C, or D uniform.
- C. Uniform boots shall be issued by the Department.
- D. Personally owned footwear may be worn if the style conforms to the footwear supplied by the Department.
- E. Footwear for all plain clothes assignments shall be appropriate for the specific assignment and the weather. Footwear shall be consistent with professional attire.

3.3 Grooming

- A. All members will keep fingernails clean and neatly trimmed so as not to interfere with performance of duties or detract from professional appearance. Clear or light-colored, subtle nail polish may be worn.
- B. Regulations to hair style and grooming shall also apply to BCI personnel with the exception of those members assigned to undercover work where atypical hair style and dress are necessary to accomplish the mission. Members assigned to plain clothes assignments shall be permitted to wear contemporary, professional hair styles. The hair on top of the head will be

neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance.

C. Hair style (male) - The Vermont State Police is a semi-military organization, therefore, a neat and well-groomed appearance by its members is fundamental to the pride of the force as well as the image presented to the general public. There are many hair styles which are acceptable so long as the member's hair is kept in a neat manner. Hair pieces or wigs worn on duty must also conform to the same standards as those stipulated for natural hair. The acceptability of the style will be judged on the criteria described below.

1. The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. Hair will present a tapered appearance, and, when combed, will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The so-called "block-cut" fullness in the back is permitted in a moderate degree. In all cases, the bulk or length of hair will not interfere with the normal wearing of all standard state police head gear. If a member desires to wear sideburns, they will be neatly trimmed, and the base will be a clean-shaven horizontal line. Sideburns will not extend downward beyond the lowest part of the exterior ear opening.
2. The face will be clean shaven except that moustaches are permitted. If a moustache is worn, it will be kept neatly trimmed and tidy. No portion extending beyond the corners of the mouth will fall below a line parallel with the corner of the mouth. Goatees and beards are not authorized under normal conditions.

D. Hair style (female) - Hair length shall not extend past the lower edge of the collar seam at the back of the shirt, or it shall be of a length which permits the hair to be pinned up, off the collar. Hair pieces or wigs worn on duty must also conform to the same standards as those stipulated for natural hair. Whichever hair style is worn, it shall not interfere with the proper wearing of any regulation headgear. No ribbons or hair ornaments shall be permitted.

1. Short hair - The length, bulk or appearance of the hair will not be

excessive, ragged or unkempt. It shall be neatly groomed at all times. Hair in front shall not rest on the forehead at a length which exceeds the front band of the headgear. Short hair shall not extend more than one inch below the ear lobe on the sides of the head and shall not extend below the bottom seam of the collar at the back of the shirt.

2. Long hair - Long hair shall be pinned up off the neck and away from the collar of the uniform shirt. Whenever the hair is pinned up, the bulk of the hair shall be positioned in a manner which will not interfere with the proper wearing of headgear. Hair may be pinned up with bobby pins or conservative barrettes.
- E. Excessive use of cosmetics is prohibited. Any use of facial cosmetics shall be subdued in effect.
- F. Jewelry - All jewelry shall be conservative and professional in appearance and shall be subdued in effect. Any jewelry or accessory including pins, tie tacks and lapel pins will be of a subtle design and shall not project an offensive or intimidating impression, i.e., handcuffs, weapons, guns, knives, or bullets. Rings, Medic Alert bracelets and/or necklaces, and watches may be worn on duty. Female members in a plain clothes assignment may wear bracelets and necklaces.
- G. Earrings - Female members, whether in uniform or plain clothes, may wear a single pair of matching post or stud style earrings no bigger than $\frac{1}{4}$ inch in diameter. The pair of earrings must be worn with one earring in the center portion of the lobe of each ear. All earrings will be of a subtle design and shall not project an offensive or intimidating impression (i.e. handcuffs, weapons, guns, knives, bullets, etc.).

Effective October 1, 1983
Revised November 1, 1992
Revised December 1, 1997
Revised July 1, 2007
Revised July 16, 2013
Revised August 31, 2013
Revised March 31, 2014

Revised April 12, 2016

Revised July 1, 2019

The Vermont State Police Manual provides only internal Vermont State Police guidance. It is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any civil, criminal, or administrative matter. It is not intended to and does not apply in any criminal or civil proceeding outside of internal Department proceedings. No policy included in this publication should be construed as creating a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.