

**WEST WHITELAND TOWNSHIP
POLICE DEPARTMENT
GENERAL ORDER 1.4.2**



Title: CODE OF CONDUCT

Effective Date: April 5th, 2017

Revised: December 31st, 2023

Accreditation Standards: 1.4.2; 1.4.3a; 1.8.1


Pages: 24

A handwritten signature in blue ink, appearing to read "R. W. Benson III".

By Order of Ralph W. Benson III, Chief of Police

PURPOSE: The purpose of the Code of Conduct is to establish acceptable behavior for all employees of the West Whiteland Township Police Department. The responsibilities and prohibited activities contained herein are founded upon the principles contained in the Department Mission and Value Statement, Vision Statement, and Code of Ethics.

POLICY: It shall be the policy of the West Whiteland Township Police Department that all employees are held to a high standard of behavior that reflects acceptable conduct. This high standard shall be the basis for maintaining a disciplined, efficient and professional organization.



E. Personal Appearance

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity with the written directive of this department. Commanding officer may prescribe other clothing as required by the nature of the duty, which a particular member is assigned. Nonuniformed civilian employees may be permitted deviations from this section as directed by the Chief of Police or designee and in keeping with a professional appearance.

1. Male Employees

- a. Hair shall be neatly trimmed and groomed. Hair shall be cut to present a tapered appearance on the side and back and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal position. There shall be no designs cut into the head hair. Designs such as numbers, insignias, or other inscriptions are strictly forbidden. Hair coloring, if used, must appear natural.
- b. Sideburns shall not extend below the bottom of the ear. The maximum width at the bottom of the sideburns shall not exceed one and one quarter inch. A clean-shaven appearance is required at all times.
- c. Mustaches shall be neatly trimmed and shall not exceed more than one-quarter of an inch below the corner of the mouth. Mustache ends will not be waxed or twisted.
- d. Beards shall not be permitted. Personnel with a medical condition, which precludes shaving, shall be required to present a written statement, signed by a medical doctor, verifying such condition and present it to the Chief of Police for approval. Beards may also be permitted for religious reasons upon written approval of the Chief of Police. Employees receiving authorization from the Chief of Police to grow a beard shall keep the beard well-kept and closely trimmed.

Non-uniformed employees may deviate from the above beard standard as authorized by the Chief of Police or designee.

- e. Hair growing from the chest, neck, ears or nose shall be neatly trimmed. Chest hair shall not extend over the collar, tie or exposed t-shirt.
- f. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.

2. Female Employees

- a. Hair shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with in a normal position. Hair may be worn slightly over the ears, but in no case shall the bulk or length of hair interfere with the wearing of the authorized uniform headgear. Braids, ponytails, etc., shall not be permitted on duty. A bun or twist will be permitted on the back of the head, provided it is worn in a neat manner and does not interfere with the wearing of department headgear. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes, which blend with the hair color. Hair coloring, if used, must appear natural.
- b. Cosmetics may be worn provided they are subdued and blended to match the natural skin color of the individual. False eyelashes are not permitted.
- c. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear.

3. Jewelry and Apparel (All)

- a. Police Officers on duty shall not wear loose fitting jewelry which may be grasped during a struggle or which can inflict injury or retard the mobility of the officer. This provision shall not prohibit nonuniform employees on duty from wearing jewelry appropriate for the conditions of their current assignment in accordance with department written directive.
- b. No visible body piercing jewelry shall be worn while on duty. This shall include but not limit to nose, ear, eyebrow and tongue piercing.

4. Tattoos or Similar Markings (All)

Definitions:

- a. Tattoo - the act or practice of marking the skin with designs, forms, figures, art, etc.
- b. Scarification - the act of intentional cutting of the skin for the

purpose of creating a design, form, figure or art.

- c. Branding - the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following tattoos, scarifications and brands are prohibited:

- a. Any tattoo, scarification or brand located on the head, face or neck.
- b. Depictions of nudity or violence; sexually explicit or vulgar art, words, phrases or profane language; symbols likely to offend other members, employees, or members of the public, i.e., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, i.e., AB, KKK, SS, MM, BGF, HA, 666 or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.