



Elizabethton Police Department
Office of the Chief

GENERAL ORDER
Standard Operation Procedures

G.O. Number: 3-03	Effective Date: 02/15/01	Date Issued: 01/31/01	Review Date: Annually
Subject: Physical Appearance & Grooming		Supersedes: All Other	Revised Date: 11/27/12
References:			

PURPOSE:

The purpose of this General Order is to establish guidelines for proper grooming and personal appearance. These guidelines have been developed to assist departmental personnel in acquiring and maintaining a professional appearance.

DEFINITIONS:

Uniformed Personnel – shall mean all personnel who wear an official Department uniform while on duty or in official performance of duties with the Department. (Sworn Personnel).

Plain-Clothed Officers – shall mean and include all non-uniformed officers (detectives, administrative officers, etc.) of the Department.

Department Non-Sworn Employees – shall mean personnel of the Department, uniformed and non-uniformed, that are not certified police officers.

PROCEDURES:

A. Grooming and Hair Styles for Uniformed Male Officers:

1. Hair styles, for uniformed male officers, shall be conservative and evenly trimmed at all times. The thickness of the hair shall not exceed two inches above the skull at the top and shall be tapered proportionately along the sides and back of the head. Hair will not extend over the top of the ear and be no thicker than one inch around the ear itself. The hair on the back of the neck will not extend over the top of the collar. Hair shall be cut and trimmed in a manner that allows proper wearing of the uniform hat by uniformed officers.

2. Sideburns shall be uniform from top to bottom; be neatly trimmed; not to exceed one inch in width; and not be excessively heavy or bushy. Sideburns shall be cut horizontally along the side of the face and shall be no longer than approximately one-half inch above the bottom of the ear lobe.
3. Mustaches shall be of conventional type; be neatly trimmed; and not present a bushy or untidy appearance. A mustache shall not be more than one half of an inch in thickness; not extend onto or over the upper lip; nor extend beyond or below the corners of the mouth. Beards are prohibited.

B. Grooming and Hair Styles for Uniformed Female Officers:

1. Female officers will have their hair cut or styled in such a manner so as to prevent it from extending or hanging below the bottom edge of the shirt collar.
2. Hair may be dyed or frosted in a conservative fashion.
3. Wigs are permitted, providing they meet the standards regarding length and style.
4. Hair must allow for proper wear of the uniform hat.
5. Hair clasps, barrettes, or fasteners worn while in uniform shall correspond to the hair color.
6. When worn, make-up shall give as natural appearance as is possible.
7. Fingernail polish shall not be worn.

C. Personal Hygiene: (All Personnel):

1. Attention to personal hygiene is a requisite for all Departmental Personnel while on duty or in uniform.
2. Departmental Personnel assigned to undercover or other special assignments shall be exempt from the provisions of this General Order. Appearance and grooming standards for undercover personnel shall be established by the Commander in accordance with needs and circumstances of the special duties to be performed.

D. Fashion Accessories / Jewelry (All Personnel):

1. Jewelry worn on the hands, wrists, fingers, and neck shall be limited to a wristwatch, one bracelet, (if desired) of conservative design, one ring of conservative design (such as class, school, or organization ring) each hand. Wedding/engagement rings (of a set) shall be considered as one ring. A necklace although permitted, shall not be worn exposed to view. The earrings of uniformed

female personnel shall be of the type that does not hang below the ear and shall be limited to one in each ear.

2. All body piercing, except earrings, will not be visible while on duty (i.e. tongue, eyebrow, nose, etc.).

E. Eyeglasses for Uniformed Personnel:

1. Eyeglasses, both prescription and nonprescription or sunglasses shall have frames of a conservative style and color and, if tinted, a conservative tint.

* An example of an unacceptable style: wraparound style

2. Eyeglasses, both prescription and nonprescription or sunglasses shall not be of mirrored or reflective design.

F. Tattoos (All Personnel):

1. Offensive tattoos as defined by the Elizabethton Police Department (to include but not limited to profanity, nudity, sexually or racially insensitive designs), which would bring discredit or embarrassment upon the Elizabethton Police Department, will not be visible while on duty.

G. Exceptions:

1. Personnel assigned to special details, such as drug enforcement and other related undercover work may be required to dress the part. Therefore, under these types of situations personnel will be exempt from the normal dress and appearance requirements mentioned herein.

SUBJECT: Physical Appearance and Grooming

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REVIEW PROCESS:

The Chief of Police and City Attorney shall conduct an annual review of this General Order and shall make necessary revisions.

LEGAL REVIEW:

I have reviewed this General Order / Policy Statement and approve its content regarding legal issues.

City Attorney

Date

CANCELLATION:

I have reviewed this general order and hereby authorize its distribution and implementation. This general order shall remain in effect until revoked or revised by competent authority.

Greg Workman, Chief of Police

Date