

7. Personal Appearance Standards

a. Wearing the Uniform

Uniformed officers shall keep their uniform neat, clean and well pressed at all times. Shoes must be cleaned and shined. Metal appointments must be clean and polished. While wearing the uniform, members shall maintain a military bearing, avoiding mannerisms such as slouching, shuffling and keeping hands in the pockets.

b. Manner of Dress on Duty

Uniformed officers will wear the duty uniform on their tour of duty. However, the shift supervisor may prescribe other clothing as required by the nature of duty to which a particular member is assigned. Members will not wear on their uniforms any insignia not authorized by the chief of police. Pins or insignia denoting contributions to charitable organizations can be worn for the duration of the solicitation campaign. Authorized insignia for service and/or achievement within the department can be worn.

c. Manner of Dress for Court

Members appearing in Circuit Court or before the Grand Jury shall dress as described above. Uniformed officers may wear either the uniform (*Class A*) or civilian clothes. Members appearing in General Sessions Court or Municipal Court may dress in casual attire. In all court appearances, members shall be neat, clean and well groomed.

d. Haircut Policy

- (1) Male members shall wear their hair at the top and sides of the head no longer than two (2") inches, and may not cover the ears. The length of the hair in back may not extend over the top of the shirt collar. Sideburns may extend to the lower opening of the ear. Female members shall keep their hair pulled up off of the top of the shirt collar.
- (2) Officers on special duty plain clothes assignments may be allowed to wear different hair styles at the discretion of the chief of police.
- (3) The haircut policy will be applied more stringently in cases where the officer's haircut makes it difficult to wear the uniform cap neatly, and when the hair protrudes from the back or sides of the cap so as to detract from general uniform appearances.

e. Facial Hair

- (1) Uniformed employees may elect to wear mustaches. Mustaches may be worn no wider than the opening of the mouth and no lower than the top edge of the top lip.
- (2) Uniformed employees are prohibited from wearing facial hair other than as stated above.
- (3) Non-uniformed employees and employees on special duty assignments may be allowed to wear

different facial hair styles at the discretion of the chief of police.

f. Tattoos

All employees are prohibited from having any tattoo which would be exposed to the general public while the employee is in uniform of their prescribed work attire while the employee is on duty or otherwise performing any function representing the Maryville Police Department.

g. Jewelry

- (1) Uniformed and sworn personnel shall be limited to jewelry only on the hands, wrists, fingers and neck while on duty. Jewelry may consist of a wrist-watch, one (1) bracelet of conservative design, one (1) ring of conservative design (*i.e.: class ring, school ring, organization rings, etc.*) on each hand. Wedding / Engagement rings (*a set*) shall be considered as one (1) ring. A necklace, although permitted, shall not be worn exposed to view. Earrings which are stud posts and of a conservative design and only worn in the ear lobe area (*i.e.: earrings up along the outer ear shall be prohibited.*).
- (2) Uniformed and sworn personnel are prohibited from wearing any jewelry other than stated above while in uniform and/or on duty. Examples of prohibited jewelry include hoop or large earrings (*pierced or clip-on*), multiple small earrings along the outer edge of the ear and/or any jewelry which is applied to the person by body piercing.

h. Personal Hygiene

All members of the department shall be responsible for maintaining their personal hygiene and cleanliness so that they are not offensive to the public and/or other members of the department.

8. Body Armor Issue

- a. The department will issue soft body armor to all sworn officers of the department.
- b. All sworn uniformed officers shall wear their body armor when in uniform. Detectives/Plain clothes officers are strongly encouraged to wear body armor when on duty.
- c. Officers will frequently inspect their issued armor for possible damage or defects.
- d. Officers will report immediately to the administrative captain any damage or defect they suspect or otherwise become aware of in their issued body armor.
- e. Officers who wish to wear personally owned body armor shall do so at the sole discretion of the administrative captain and chief of police.
- f. The department will issue a replacement unit of body armor to any officer who is required to send their