

GENERAL ORDER 26.3.4

Personal Appearance

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the expectations and guidelines for personal appearance of Springfield Police Department personnel.

DISCUSSION

The Springfield Police Department is by and large a uniformed public service agency where discipline is judged, in part, by the individual's personal appearance. Therefore, a neat and well-groomed appearance by all officers is fundamental to the Department and contributes to building the pride and esprit de corps essential to an effective police department. A vital ingredient of the department's effectiveness is the pride and self-discipline that officers portray through a professional police image. In order to project uniformity and neutrality toward the public and other members of the Department, employees of this department shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and their assignment.

POLICY

I

HAIR STYLES AND FACIAL HAIR

It is not possible to address every acceptable or non-acceptable hairstyle. Therefore, it is the responsibility of members to style their hair in accordance with the following guidelines, and management reserves the right to determine the appropriateness of disputed hairstyles or facial hair:

1. Uniformed/Sworn Officers:
 - a. Many hairstyles are acceptable if they are neat, clean and styled in a conventional manner for a conservative workplace. Hair will be worn no longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture, except the closely cut hair on the back of the neck. The bulk or length of the hair shall not interfere with the use of police equipment including head gear. Hair that is clipped closely or shaved close to the scalp is authorized. Dyeing or highlighting hair is permitted, but members' hair color must be consistent with a naturally occurring color range and must be professional in appearance.

- b. Wigs or hair pieces are permitted when they conform to the above standards for natural hair.
- c. Facial Hair:
All uniformed, sworn, and non-sworn members are permitted to wear facial hair only in the style of mustaches, goatees, and beards, described below with the following conditions:

Mustaches: A short and neatly trimmed mustache is authorized. Mustaches shall not extend more than a quarter inch horizontally beyond the corners of the mouth and shall not extend beyond the natural hairline of the upper lip. All mustache hair shall be neatly trimmed to be no longer than one-half inch in length.

Goatees: Classic style goatees that include a mustache are authorized. All goatee facial hair shall be trimmed to be no longer than one half inch in length. All goatees shall be trimmed and not extend past the neck and jawline intersection. Goatees shall conform to the natural arch of the mouth.

Beards: Beards are authorized and shall be worn with a mustache only. All beard hair must be neat and clean and trimmed to have no portion longer than the other and all must be less than one half inch in length. All beards will be clean shaved below the neck and jawline intersection.

Sideburns: Sideburns should not exceed more than one quarter inch below the bottom of the earlobe and should be trimmed with a clean horizontal line along the base, unless attached to a beard.

All other facial hair styles not explicitly recognized here are not authorized.

Growth of facial hair should be started during a period of absence from duty, such as a day off rotation or vacation to not give the appearance of being unshaven while on duty.

Members with facial hair shall have shaving equipment readily available at work should an emergency dictate immediate removal or trimming of facial hair (e.g., the need to don a gas mask or respirator).

- 2. Non-Sworn, Civilian Members, and/or Sworn Officers in plain clothed assignments:

- a. Hair shall be clean, neat, and combed. Hair styles shall conform to normally accepted business practices and shall not interfere with job duties.

II

TATTOOS/BODY ART, PIERCINGS, AND BODY MODIFICATIONS

For the purposes of this section, body art is defined as: Modification of the body's appearance for the purpose of creating a design, form, figure, or art. Body art includes, but is not limited to, branding, piercing, scarification, and tattoos.

1. Members may have or display body art. However, they are prohibited from displaying body art on the face or neck that cannot be easily concealed (i.e., behind the ear or the base of the neck), except for reasonable cosmetic or medical purposes.

Members are prohibited from displaying body art on their hands, with the exception of a single finger tattoo/body art or body art that extends from the arm to the hand. The size of the body art may not exceed the length of the space between the member's lowest knuckle and hand.

Members are prohibited from displaying body art that is obscene, offensive, or biased toward a legally protected class, or otherwise discriminatory in nature.

The Chief of Police may grant any exception in writing regarding display of tattoos. Officers in undercover assignments may be excused from this policy by approval of the Chief of Police.

2. Body piercings or modifications to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization by the Chief of Police. Normal/routine cosmetic surgery is not included. Such body modification includes, but is not limited to:

- a. Tongue splitting
- b. Dental art
- c. The complete or transdermal implantation of any material other than hair replacement
- d. Abnormal shaping of the ears, eyes, nose, or teeth
- e. Jewelry worn associated with body piercing
- f. Contact lenses of an unnatural color

3. All members may wear jewelry that presents a professional image and does not create a safety concern for the department member or others. Jewelry that depicts

racial, sexual, discriminatory, or obscene language or images are not allowed.
Standards for wearing jewelry:

- a. No ring will be worn so that it interferes with the use of equipment or hinders the use of the hand and fingers
- b. Sworn members, while in uniform, may wear one watch, one bracelet, and a necklace that is not visible.
- c. Uniformed/ Sworn members may wear one stud earring in the natural earlobe that fits closely against the ear and does not extend below or around the earlobe.
- d. Civilian members may wear a maximum of three earrings per ear. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited.
- e. No tongue studs, rings or visible body piercing (other than listed above in 3.c and 3.d) will be worn.

The Department shall consider accommodations to these grooming standards on a case-by- case basis. Such accommodations may be appropriate in cases where the employee demonstrates a religious or medical need for accommodation. In such instances, the employee shall submit a request for an accommodation through their chain of command to the Chief.



Andrew Shearer
Chief of Police