



Greenbelt Police Department – General Order

	Title: Grooming		Order #: 203	
	Effective Date: March 2, 2009	Review Date: February 18, 2009		
	Original Issue: April 7, 2003	<input type="radio"/> New <input checked="" type="radio"/> Amends <input type="radio"/> Rescinds		
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard: 26.1.1			Pages: 3	

01 PURPOSE: To provide employees with a set of guidelines for professional appearance and grooming.

02 POLICY: It is the policy of the Greenbelt Police Department to present a positive image to the public through courteous personal interaction, observed quality police service and professional appearance.

03 APPEARANCE STANDARDS FOR SWORN OFFICERS:

A. All officers will maintain a professional, clean, and well-groomed appearance.

B. Grooming standards shall be monitored by all supervisors and commanders.

C. Grooming standards may be deviated from with prior approval from the Office of the Chief of Police.

D. Hair Standards:

1. Must be clean, neatly groomed, and not interfere with the normal wearing of standard Departmental headgear.
2. Hair will not touch eyebrows or shirt collar when a male officer is standing.
3. Hair will present a neat appearance and may not cover the male officer's ear.
4. Hair will not fall over the eyebrows or hang down beyond the back, bottom edge of the shirt collar when a female officer is standing.
5. Hair may be dyed or frosted, when extreme colors are avoided.

E. Wigs/Hair Pieces: Are permitted as long as they meet the above hair standards.

F. Mustache Standards:

1. Will not extend beyond the corners of the mouth and must be kept neatly trimmed.
2. Any form of extreme styles, such as handlebars, are prohibited.
3. See chart on page 2.

G. Sideburns Standards:

1. Will have a clean-shaven, horizontal line at the base and be neatly trimmed.
2. Must not extend downward below the lowest part of the ear.
3. Any form of extreme styles, such as muttonchops, are prohibited.
4. See chart on page 2.

H. Beard Standards:

1. Are prohibited generally, except as listed below. Officer must be clean-shaven while on-duty.
2. Officers unable to shave due to diagnosed medical conditions, must:
 - a. Submit a physician's certification of the medical condition to their Division Commander.
 - b. Wear a beard at a length not exceeding one inch unless otherwise dictated for medical purposes only.
 - c. While in plainclothes assignments, officers must have the approval of their Division Commander



I. Fingernail Standards:

1. Must be kept neatly trimmed and manicured
2. While in uniform, may be colored in clear nail polish only.

J. Employees with visible body art (tattoos) are reminded of the need for the Department to maintain a professional image while keeping the public trust. This Department will not allow any vulgar or offensive words, symbols, or images to be displayed by its employees.

K. Makeup Standards:

1. Is permitted only when natural looking.
2. False eyelashes are prohibited.

L. Jewelry Standards:

1. Rings (wedding/engagement/school) are permissible provided they are neither large nor gaudy.
2. Bracelets and necklaces are permissible but must not be visible while in uniform.

EXCEPTIONS: Medic-Alert, or other similar type of identification may be visible.

3. Earrings, one in each ear, may only be worn by females, providing the earrings do not hang below the earlobe. Officers assigned to specialized enforcement duties or operations that require an inconspicuous appearance, must have the approval of their Division Commander to deviate from this policy.
4. Wristwatches are permitted.
5. Officers who damage jewelry during the performance of their duties shall refer to

Chapter 3 of the Code of Personnel and Administrative Regulations (COPAR), for possible replacement.

6. Decorative jewelry other than listed above is prohibited.

M. Body Piercing: No visible piercing is permitted while employees are on-duty, except as outlined above for earrings. The visibility standard applies to piercing within the month.

04 NON-UNIFORMED OFFICERS CLOTHING STANDARDS:

- A.** Non-uniformed officers will conform to appropriate dress standards for a professional business environment.
- B.** Non-uniformed officers are prohibited from extreme dress (e.g. tight-fitting, flashy, etc.)
- C.** Non-uniformed officers attire will be as follows for males during working hours or court appearances:
 1. A suit and tie or sport coat, dress slacks, dress shirt, and tie.
 2. Fingertips-length dress jackets may be worn.
 3. Officers are encouraged to wear suit jackets in formal business settings or when dealing with the general public.
 4. Dress shoes or dress boots.
- D.** Non-uniformed officers attire will be as follows for females during working hours or court appearances:
 1. A dress, business suit, or pants suit.
 2. A dress skirt and dress blouse, or dress slacks and dress blouse.
 3. Dress shoes or dress boots.
- E.** Officers assigned to specialized duties, operations that require an inconspicuous appearance, or duties which involve heavy physical labor or exertion, must have the approval of their Division Commander to deviate from this policy.

- F. Division Commanders will exercise discretion in deviating from the non-uniformed clothing standards for officers.

05 APPEARANCE STANDARDS FOR NON-SWORN EMPLOYEES:

- A. Refer to Section 03, Appearance Standards for Sworn Officers, Section 04 Non-Uniformed Officers Clothing Standards, for guidelines regarding professional business attire.
- B. Non-sworn employees required to wear a uniform will adhere to Section 03, Appearance Standards for Sworn Officers.
- C. Non-sworn employees required to perform other than normal office duties, whose immediate work may dictate a deviation from this policy, must have the approval of their Division Commander to deviate from this policy.
- D. Division Commanders will exercise discretion in deviating from the non-uniformed clothing standards for non-sworn employees.

06 APPEARANCE INSPECTIONS:

- A. Shift and Unit Supervisors will conduct daily inspections of all officers at the beginning of their tour-of-duty.
- B. Soft body armor will be included as part of the daily inspections for officers engaged in the Department's front line function.

- 07 INTERPRETATION OF POLICY:** Since style and clothing fashion changes routinely it is the interpretation of this order by the Chief of Police as to acceptable dress and grooming.