

Annapolis Police Department



GENERAL ORDER

Number: D.2

**Issue Date: September
2013**

TO: All Personnel

SUBJECT: Grooming Standards

PURPOSE

The purpose of this General Order is to state and reaffirm the Department's standards and regulations regarding officer grooming.

POLICY

It shall be the policy of the Annapolis Police Department that all officers will maintain proper personal appearance and strictly adhere to all standards within this policy, so as to perform their duty in an efficient, safe, and professional manner.

Considerations of health, safety, uniformity, and the ability of an officer to project a professional image that foster community respect and confidence, allow a police department to compel adherence to grooming standards. The standards stated herein have been developed with these considerations in mind, in addition to the recognition of changing fashion, and the need for personal autonomy.

I. Required Action

A. Males

1. Hair

- a. Officers shall maintain their hair in a reasonably clean and orderly manner.
- b. A male uniformed officer's hair length shall not exceed beyond the top of the shirt collar at the back of the neck when standing with the head in a normal posture. Nor should the officer's hair cover any portion of the ears, obstruct his vision, or otherwise interfere with the proper performance of his duties. Rather, hair should be tapered on the side and the back, and generally conform to the shape of the skull.

- c. Male officers shall not, unless functioning in an undercover capacity, wear their hair in braids, ducktails, Mohawks, or any other non-traditional style which would present an unprofessional appearance.
- d. A male officer's hair shall not exceed 1-1/2 inches in bulk regardless of length or style.
- e. Officers shall be permitted to wear wigs and hairpieces provided they conform with the above specifications.

2. Sideburns

- a. Officers shall keep their sideburns neatly trimmed and rectangular in shape.
- b. An officer's sideburns shall be no more than 1/2 inches at the widest point, and shall not extend below the lowest portion of the ear.

3. Facial Hair

- a. Unless otherwise stated herein, all uniformed officers shall remain clean shaven while on duty.
- b. Officers shall be permitted to grow a mustache provided it is neatly groomed, and that it does not extend downward beyond the lip line of the upper lip, and not sideways beyond a vertical line drawn upward from the corner of the mouth.
- c. Officers shall not have a beard while on duty unless working in an undercover capacity, on a special assignment, or having expressed permission from the Chief of Police.

B. Females

1. Hair

- a. Officers shall maintain their hair in a reasonably clean and orderly manner.
- b. A female uniformed officer's hair shall not fall beyond the top of the shirt collar at the back of the neck when standing with the head in a normal posture. Hair should be properly cut, styled, braided, or pinned to reasonably conform with this standard (this shall include but not be limited to pony tails (it is to be pinned up not to fall beyond the top of the shirt collar at the back of the neck)).
- c. Ribbons - A female uniformed officer shall not wear ribbons, combs, barrettes, or other decorations in her hair other than necessary to secure it in the proper manner. If ribbons, combs or barrettes are worn they shall be black or dark blue in color.

2. Cosmetics

Cosmetics shall be worn in a moderate and conservative manner so as to maintain a professional appearance. This shall include, but is not limited to eye shadow, mascara, lipstick, hair coloring, rouge, and fingernail polish.

II. General

A. Jewelry

1. All officers shall refrain from wearing jewelry while on duty that may jeopardize their personal safety, impair their freedom of movement, threaten their personal safety, inhibit their enthusiastic performance of duty due to concern of damage or loss, or otherwise interfere with their efficient performance of duty.

Females in uniform shall be permitted to wear one earring in each ear lobe. Earrings shall be (gold or silver) small post type or screw on style. A small stone is permitted in the earring.

2. Officers shall not, unless working in an undercover capacity, wear an unreasonably excessive amount of jewelry, expensive jewelry, or jewelry designed such that it may be easily grasped by an opponent during the course of a physical altercation.

B. Fingernails

Officer's fingernails shall not extend more than 1/4 inch from the tip of the finger and shall not interfere in any way in the performance of the primary police task or with the safe drawing of the service weapon. Uniformed members wearing fingernail polish shall only use clear fingernail polish. No decal, decorations or applications are permitted when in uniform.

C. Personal Hygiene

All officers shall report to duty in a neat, clean, and professional fashion, and shall conform to generally accepted standards of personal hygiene.

D. Weight

All officers shall remain cognizant of their physical condition, and shall take all reasonable action necessary to sufficiently assume the physical demands of their job, and to present a professional public image.

III. Supervision

- A. All Platoon Sergeants/Platoon Corporals and unit supervisors shall be responsible for the enforcement of the regulations and standards in this policy. Platoon Sergeants/Platoon Corporals and unit supervisors shall inspect their officers periodically (at least monthly) so as to ensure proper conformity. In the event that any violation of these standards comes to the attention of the Platoon Sergeant/Platoon Corporal or unit supervisor, he or she shall advise the officer of the violation, provide any necessary explanation or counseling regarding the violation, and order the officer to take corrective measures. Any continued noncompliance thereafter shall be subject to disciplinary action.

Michael Pristoop
Chief of Police

| References |
|-----------------------------------|
| 1. Accreditation Standards 26.1.1 |

This Order replaces General Order D.2 Grooming Standards date February 2000.