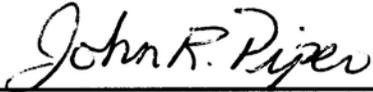




**WINCHESTER POLICE DEPARTMENT OPERATION ORDER**

**NOTE: This directive is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.**

<b>Number</b> 1-9		<b>Effective Date</b> February 26, 2018	<b>Review Date</b> February 21, 2018	<b>Reviewing Division</b> Administration
<b>Subject</b> <b>PERSONAL APPEARANCE AND GROOMING</b>	<input type="checkbox"/> New Directive <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Replaces: WPD GO 301 <input checked="" type="checkbox"/> Revised: June 03, 2010 Pages 1-9.4 and 1-9.5. July 12, 2017 III.C.1.,3. February 26, 2018 III.,IV. A. 1. a.-e.,2.a.-c.,B.1,3,C.1-3,D.1-5,E.		This directive shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division <input type="checkbox"/> ECC Division	
<b>References</b> VLEPSC CALEA				
 <hr/> Chief of Police or Designee		February 26, 2018 <hr/> Date		

**I. PURPOSE**

The purpose of this directive is to establish Winchester Police Department guidelines for grooming and personal appearance for all department members, sworn and civilian, while on-duty or when representing the department in an official capacity.

**II. POLICY**

It is the policy of the Winchester Police Department that all department personnel will be clean, neat, and well groomed at all times. All department personnel shall comply with this directive.

**III. DEFINITIONS**

This directive will accomplish outline and understanding of guidelines through definition of a variety of staff within the Winchester Police Department. The categories of personnel are defined throughout as follows:

Uniformed Sworn – Personnel of a status sworn in to law enforcement within the City of Winchester that utilize a patrol uniform during their duties.

Non Uniformed Sworn – Sworn personnel appointed to divisions or duties not suited for a standard patrol uniform.

Civilian - Personnel within the Winchester Police Department performing duties as citizens without a sworn law enforcement status.

ECC – Emergency Communications Center personnel. Essential civilian personnel that are not sworn but do meet a uniform criteria for their assignment.

#### **IV. PROCEDURES**

##### **A. Hair Standards**

###### **1. Male personnel:**

- a. All sworn, ECC, and civilian male personnel shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar, nor cover any portion of the ear.
- b. All ECC and civilian personnel may wear beards, whether full or goatees, however they must be worn with a mustache. Beards shall be kept clean, neatly trimmed and present a professional appearance. Soul patches, clumps of hair, or any facial hair of any kind that presents any sort of faddish appearance is prohibited. No portion of the beard may be exceptionally longer than the rest and beard hair length will not exceed ¼ inch. The neck must remain clean shaven.
- c. All personnel may wear mustaches if they are neatly trimmed and do not extend over the top of the upper lip or beyond one quarter (1/4) inch past the corners of the mouth.
- d. All personnel may wear sideburns, but they cannot extend past the base of the ear. Sideburns shall be neatly trimmed, not flared, and should end with a clean shaven, horizontal line.
- e. Wigs and hairpieces are permitted for all personnel if they conform to the standards for natural hair. Hair, if dyed, should conform to a closely related natural shade.

###### **2. Female personnel:**

- a. On-duty uniformed sworn female personnel assigned to field duties shall arrange their hair so that it does not extend below the bottom edge of the collar. When assigned to field duty, hair shall not be arranged in a ponytail hairstyle.
- c. Wigs and hairpieces are permitted for all personnel if they conform to the standards for natural hair. Hair, if dyed, should conform to a closely related natural shade.

##### **B. Court Appearance Standards**

1. When attending court to testify in their official capacity, all department personnel who are permanently assigned to a uniformed assignment shall wear a complete uniform or the required dress for plain clothes officers. (R.R 1-8)
2. Officers who are regularly assigned to work in a bicycle uniform, BDU, or other special uniform, and are approved by their supervisor to wear such uniform while on-duty, shall be allowed to appear in their assigned uniform for all matters in court.
3. Any plain clothed sworn, or civilian employee, while appearing in court in their official capacity, the acceptable attire shall include at minimum dress slacks, dress shirt, and tie (male personnel).
4. Whenever an officer appears before any court for any purpose other than in their official capacity, the officer shall not wear a police uniform, police equipment, badge, or police identification.
5. Supervisors shall be responsible for ensuring that any uniform or attire worn on-duty conforms to department policy and the highest standards of professionalism and appearance.

C. Plain Clothes Standards

1. Non-uniform sworn males will wear business attire to include dress slacks, dress shirt, and tie. Exceptions can be made by the division commander to allow collared polo-type shirts, cargo pants and appropriate footwear to be worn for operational needs and after hour callouts.
2. Non-uniform sworn female personnel will wear business attire to include dress slacks, blouses, and dress shirts. Exceptions can be made by the division commander to allow collared polo-type shirts, cargo pants and appropriate footwear to be worn for operational needs and after hour callouts

D. Jewelry and Other Attire Standards

1. Necklaces
  - a. Uniform sworn and ECC personnel shall not wear exposed necklaces or other device for hanging their sunglasses around the neck or outside of the shirt collar. Only one (1) necklace, maximum width of one quarter (1/4) inch, may be worn, and then only if it is within the collar of the shirt.
2. Bracelets/Rings
  - a. The wearing of more than one (1) bracelet while on duty for uniform sworn and non-uniform sworn personnel, excluding "Medic Alert" bracelets, is prohibited. The maximum width allowed for bracelets

other than “Medic Alert” bracelets is one quarter (1/4) inch. However, personnel may wear a wristwatch in addition to the bracelet.

- b. While the wearing of rings is not encouraged while on-duty for uniformed sworn personnel, they may wear rings on their ring fingers.

### 3. Earrings

- a. Uniformed sworn female personnel may wear one (1) pair of post-type or stud earrings, one (1) in each ear only. Non-uniformed sworn female personnel may wear two (2) earrings in each ear. One set of earrings may be up to one (1) inch in length. The head of the earring shall not exceed one quarter (1/4) inch in diameter.
- b. Male personnel are prohibited from wearing any earrings or ear dressing.

### 4. Fingernails

All personnel shall keep their fingernails trimmed so as not to interfere with their assigned duties.

- a. Sworn female personnel desire to wear nail polish, it shall be clear or of neutral color and conservative, as not to detract from the appearance of the uniform or be of extreme colors. Personnel shall not apply designs to nails or have multi-toned colors.
- b. Male personnel are prohibited from wearing any nail polish.

### 5. Cosmetics

- a. When conservatively applied, cosmetics are allowed for all females; however, false eyelashes are prohibited for uniformed sworn personnel.

## E. Body Piercing

Department personnel shall only wear the earrings authorized in this directive. No other visible body piercing jewelry shall be worn while on duty, including tongue rings.

## F. Mutilation

Intentional body mutilation, branding and/or intentional scarring that is excessive or eccentric is prohibited. Some examples are:

1. Split or forked tongue;
2. Foreign objects inserted under the skin to create a design or pattern;
3. Enlarged or stretched holes in the ears (other than a normal piercing); or
4. Intentional scarring that appears on the neck, face, or scalp.

G. Dental Ornamentation

The use of gold, platinum, or other veneers or caps for the purpose of dental ornamentation are prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.

H. Unauthorized Tattoos or Brands

1. The public display of any tattoo or brand anywhere on the body that is obscene, advocates sexual, racial, ethnic, or religious discrimination, or is detrimental to the good order and discipline, or is of a nature that tends to bring discredit upon the department is prohibited from public display while on duty, while in a department vehicle, while on City of Winchester property, or while conducting official department business.
2. Any tattoo or brand or combination of them that exceeds one quarter (1/4) of the exposed body part surface must be approved by the Chief of Police or his or her designee. Personnel are prohibited from having tattoos on their neck, head, face, ears, hands, fingers or above the collar bone that would be readily visible when wearing an open collar shirt. Department personnel with existing tattoos not in compliance with this directive are required to:
  - a. Maintain complete coverage of the tattoos or brands using current uniform or clothing items such as long sleeved shirt, pants, etc; or
  - b. Volunteer to remove the tattoos or brands.

I. Exceptions

1. Personnel on special assignments may deviate from these standards with the approval of their supervisor.
2. Personnel may request an exemption to the standards in this directive for cause, through their chain of command. However, the Chief of Police shall be the final arbitrator in all such requests, and shall set forth the temporary standards to be adhered to by the requesting personnel.