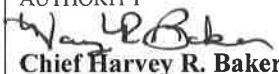


Washington Suburban Sanitary Commission Police

GENERAL ORDER

TITLE APPEARANCE AND GROOMING			PROCEDURE NUMBER GO 1003.0
SECTION Uniform and Equipment	DISTRIBUTION A	EFFECTIVE DATE 9/14/16	REVIEW DATE 04/8/18
REPLACES			
RELATED GENERAL ORDERS	REFERENCES CALEA	AUTHORITY  Chief Harvey R. Baker	

I. PURPOSE

This directive outlines the WSSC Police Department's appearance and grooming standards for all employees.

II. POLICY

As representatives of the WSSC Police Department, both officers and civilian support personnel need to present an image to the public, which will inspire trust and confidence. While the WSSC police department recognizes the right to express one's individual tastes, it is necessary that guidelines and restrictions be established for body art, hairstyles, facial hair, and general appearance for reasons of safety and professional appearance. All WSSC Police Department employees, except when otherwise authorized, shall adhere to these guidelines in maintaining a neat, clean, well-groomed, and professional appearance at all times when on duty.

III. DEFINITIONS

- A. Eccentric: A fashion or appearance that departs or deviates from the conventional or established norm for the profession.
- B. Safety hazard: Something that interferes with the safe operation or function of duty equipment or may cause injury or harm.

IV. EXCEPTIONS

- A. Specific officers or sections/units may be granted an exception to all or part of these standards by the WSSC Chief of Police, or designee, when such exception is in the furtherance of official duties.
- B. Officers may be exempted from compliance with one or more of these standards subject to approved medical documentation as to the need for exemption. A copy of such documentation shall be placed in the officer's personnel file and must be updated

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annually. WSSC Police Department may require an examination by the member's medical provider regarding any exemption.

V. GUIDELINES

- A. General Appearance: Officers shall at all times exhibit a neat, clean, and professional look projecting pride in themselves, the WSSC police department, and their uniform.
- B. Jewelry: When worn, personal jewelry shall be kept to a minimum and shall not be extreme, eccentric, or gaudy in appearance. Jewelry may not present a safety hazard to the officer or interfere with the officer's performance. When worn, religious jewelry may not be visible to the public. The WSSC police department will not be responsible for lost or damaged jewelry. The following specific guidelines shall apply:
 - 1. Necklaces shall not be visible while in uniform.
 - 2. Female officers may wear one matching pair of earrings, one in the middle of each ear lobe. The earrings must be of studded or muted design and may not extend below the ear lobe. Earring styles must not extend below the bottom of the earlobe. No single earrings are permitted.
 - 3. Male officers may not wear any earrings while on duty.
 - 4. A maximum of one ring on each hand is allowed. Rings may not fit more than one finger at a time. An engagement ring/wedding band combination shall be considered one ring.
 - 5. Officers may wear one bracelet per wrist.
 - 6. No other facial jewelry of any type may be worn.
- C. Mustaches: A neatly trimmed mustache is permissible as long as the officer's upper lip shows when viewed from the front and the sides do not extend below the corner of the mouth. Eccentric styles, such as handlebar, or Charlie Chaplin, are not permissible.
- D. Sideburns: Sideburns shall be neatly trimmed and may not extend below the bottom of the ear lobe. They shall be of even width (not flared) and end with a clean-shaven horizontal line.
- E. Beards: Beards shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance. Full and partial beards are authorized, but patchy, spotty clumps of facial hair are not considered beards and as such are not permitted. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed one-half an inch. The length of the individual facial hair shall be limited to three quarters of an inch.

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- F. Other Facial Hair: All facial hair, other than III.B, V.C-E above, is prohibited, unless approved by the WSSC Chief of Police.
- G. Wigs: Wigs or hairpieces may be worn if they conform to all other applicable sections of this directive.
- H. Hairstyles: Hair shall be clean and neatly groomed; the bulk of the hair shall not be excessive or present an unkempt or extreme appearance. Hair coloring must appear natural. Hairstyles must not interfere with the wearing of issued headgear or gas mask. Extreme styles, such as ponytails, rat-tails, Mohawks or carved cuts, are prohibited. While on duty, the following hair lengths shall be observed:
 - 1. Males: While on duty and in uniform, hair shall not extend below the top edge of the shirt collar. Hair shall not fall over the ears or eyebrows.
 - 2. Females: While on duty and in uniform, hair shall not extend below the bottom edge of the shirt collar. Hair shall not fall over the eyebrows. Barrettes and hairpins shall match officer hair color as closely as possible. Bows and ribbons shall not be worn. The style shall not interfere with the wearing of divisional headgear.
- I. Fingernails: Fingernails may not extend more than one-quarter inch past the tip of the finger. Only clear, neutral or muted tone nail polish may be worn while in uniform.
- J. Make-up: Make-up shall be kept to a minimum and, if worn, be muted or natural in color.
- K. Body Art: Body art, including tattoos, will not depict discriminatory, vulgar, obscene or profane words or images. Body art will not be visible if considered bizarre or offensive.

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