

26.1.2 Appearance

A. All employees - generally.

1. Employees will maintain a clean, neat, and well-groomed appearance in dress at all times during working hours.
2. All police department personnel, sworn or civilian shall adhere to the appearance policies set forth by this General Order, which supersedes the Township of Derry Appearance Guidelines.

B. Police Officers.

1. Uniformed.

- a. The uniform identifies a police officer as a representative of the Department, and shall be clean, well pressed, well maintained and buttoned appropriately at all times.

(1.) The following regulations will be followed by all officers:

(a.) Only Departmentally approved uniforms and equipment shall be worn and utilized.

(b.) Shirt collars and cuffs shall be buttoned and the tie properly adjusted (when applicable).

(c.) Badge and hat emblem will be cleaned and polished.

(i.) The badge shall be worn on the outermost garment over the left breast pocket.

(d.) Collar emblems, name tags, and whistle chain shall be issued and worn in the manner designated by the Chief of Police.

2. Plainclothes Officers.

- a. Shall, while not on special undercover assignments, be well groomed, neat, and conservatively attired projecting a positive, professional and credible image.
- b. No clothing containing wording, images or graphics of a derogatory, vulgar, pornographic or offensive nature are permitted to be worn.

26.1.3 Grooming

A. Hair

1. Male Personnel

- a. Haircuts - All Hairstyles shall be kept neat, clean and in an orderly fashion.

(1) Uniformed police personnel shall wear their hair in such a manner that it does not cover the ears and does not fall below the collar or touch

the eyebrows. Devices used to pin hair above the ears or collar by males are prohibited.

- (2) Hairstyle shall be generally conservative in nature. Mohawks, cornrows, designs shaved into the hair and other such variations are prohibited for the purpose of this order.

b. Facial Hair

- (1) Male personnel assigned to uniform function may have clean and trimmed moustaches that do not extend beyond or below the corner of the mouth.
- (2) Male personnel assigned to uniform function are prohibited from wearing beards and/or goatees.
- (3) Non-uniformed male personnel may wear a clean and trimmed goatee or beard, provided that they must have the capacity to comply with the uniformed standard at any time. This would include having shaving material available to remove the excess facial hair if the need to wear a uniform would arise. No jewelry or devices are permitted to be worn in one's beard.
- (4) Sideburns, when worn, shall be neat, trimmed and no wider than one inch in width and shall not extend below the earlobe.
- (5) All male personnel shall be clean-shaven at all times to include duty, training and special assignment duties with the exception of authorized facial hair.

2. Female Personnel

a. Haircuts - All Hairstyles shall be kept neat, clean and in an orderly fashion

- (1) Female personnel assigned to uniform function shall wear their hair in such a manner that it is kept above the collar of the uniform. Long hair can be kept above the collar by barrettes or clips or similar device. Hairstyle shall be generally conservative in nature. Mohawks, cornrows, designs shaved into the hair and other such variations are prohibited for the purpose of this order.
- (2) Female personnel assigned to uniform function must wear their hair in such a manner as to allow the wearing of a hat as necessary.
- (3) Coloring of hair is authorized if it is a color that naturally occurs in human hair. Coloring shall be uniform throughout the hair.

B. Jewelry

1. Uniformed personnel shall be permitted to wear a total of two rings and a wristwatch. Rings must be non-decorative in nature, which would allow wedding rings, engagement rings, class rings or rings of other similar significance.
2. Uniformed personnel may wear necklaces provided that they are not visible while in uniform.

3. Uniformed female employees may wear only stud type earrings no larger than one-eighth inch in diameter. They may be diamond or similar clear stones, gold or silver. Earrings shall be of standard geometric shape. Male employees may not wear earrings except when working with the Drug Task Force.
4. Jewelry shall not be worn on-duty in any piercing other than in the lower earlobe.

C. Tobacco

1. Smoking at the municipal complex is prohibited except for the designated area, which is the courtyard area of the police department. Smoking in public view or in police vehicles is prohibited. Generally, smoking is prohibited when in contact with a member of the public, unless mutually smoking with that person might help to defuse a situation or elicit cooperation with an investigation. This may only occur in the designated smoking area.
2. Use of smokeless tobacco on station will be restricted to using a container with a lid for the discarded product and spit. That container shall not be left in common workspace. Spitting directly into trashcans or other receptacles is strictly prohibited. Using smokeless tobacco products in public view or while in contact with the public is prohibited.

D. Body Modification

1. It is vital to the public image of the Derry Township Police Department that members project a professional, conservative image that does not demean the profession, the Department or the community. To that end, the degree to which employees may alter their physical appearance by body modification is limited in the following manner:
 - a. New employees are prohibited from having tattoos, replicas, branding, or skin carvings visible to the public while in uniform. "Sleeves," defined as tattoos that begin above the elbow and continue below are prohibited and constitute grounds for an applicant being rejected for employment. Personnel with existing tattoos, replicas, branding or skin carvings visible to the public shall be covered while on duty. Any additional or new tattoos must be in compliance with the foregoing.
 - b. Body modification, including, but not limited to tattoos, replicas, branding, skin carvings, sub-dermal implants, transdermal implants or horns to the face or neck are expressly prohibited unless medically necessary. This does not apply to augmentation or reduction of features normally occurring in the human body.

E. Fingernails

1. Fingernails should be kept neat and trimmed at all times. They should not extend more than ¼ inch beyond the end of the fingertip for uniformed employees.
2. Fingernail polish, if worn by female employees shall be of a conservative style and color. Male employees are prohibited from wearing nail polish unless it is medically necessary.

F. Cosmetics

1. Cosmetics worn by female employees shall be conservative and professional in appearance.

2. Male employees are prohibited from wearing cosmetics unless it is medically necessary or with approval by the Chief of Police to cover or disguise a disfigurement.
3. Perfumes, fragrances, colognes and the like shall be applied with restraint so as not to present an affront to the public or co-workers.

G. Exceptions

1. Nothing in the foregoing shall prohibit adjustments for medical necessity (example: Medical Alert Bracelet or Necklace) or based on assignment (example: hairstyle or smoking in public for an undercover assignment) with approval of the Chief of Police.
2. Grooming standards shall be waived during period of exigent recalls to duty as deemed by the Chief of Police or acting Chief of Police.