

SUBJECT: Grooming of Force Personnel NUMBER: 31.03



GENERAL ORDER

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I. POLICY

Officers of the United States Park Police shall be well groomed.

II. GENERAL INFORMATION

It is vital to the public safety, as well as the safety of all officers, that the public is able to recognize, instantly and without delay, an officer as representing legitimate law enforcement authority. Hesitation by the public in either seeking assistance from an officer or cooperating with an officer can, in some cases, be a matter of life or death. Consequently, an officer's well-groomed appearance will facilitate instant recognition and encourage quick, respectful cooperation from the public. It also assists officers in projecting a neutral image, thereby minimizing public antagonism from everyday contacts.

Officers must recognize that the public will often judge the effectiveness of the Force based upon first impressions. An officer who is inattentive to his/her personal appearance and/or hygiene reflects an unfavorable image not only upon himself/herself, but the entire Force.

Distinction is drawn between the grooming required for males and females. This does not reflect any difference in the degree to which it is imperative that female or male officers are well groomed; rather it reflects expectations by the public of different grooming standards by the two genders. These expectations are critical to the recognition, cooperation, and absence of antagonism by the public.

III. APPEARANCE

A. All Personnel

1. At all times while on duty in uniform or plainclothes, unless authorized by the Chief of Police or his/her designee, an officer shall be well-groomed and clean in appearance.

2. Hands

Fingernails shall be clean and trimmed so as not to exceed 1/4 inch from the end of the fingertip. A female may wear a neutral color of polish or nail coating on her fingernails.

3. Eyebrows

Eyebrows shall be trimmed so as to remain within the area defined by the natural hairline.

4. Jewelry

Besides rings, watches, and medical alert bracelets, officers are not allowed to wear any visible jewelry.

5. Cosmetics

Cosmetics, when worn, shall be used in moderation.

B. Male Personnel

1. Grooming of Hair

Hair shall be combed or brushed so that it does not protrude more than 2 inches in a perpendicular line from the scalp; it shall be gradually tapered to the sides so that the outer portion of the ear is visible and not covered by hair when viewed from the front, side, and rear. Hair shall be evenly trimmed at all times. Hair on the back of the head shall be trimmed so that it does not extend over the uniform shirt collar while standing in normal posture. While the officer is on duty, his hair shall not be worn in braids, plaits, dreadlocks, ducktails, ponytails, rattails, or drawn together and pinned. Unusual or eccentric haircuts are not permitted. A wig or hairpiece of color close to the usual hair color may be worn if it conforms to the guidelines of this section. The appropriate Division Commander may waive the provisions of this section for non-uniformed officers.

2. Sideburns

Sideburns shall not extend below a horizontal line drawn from the lowest portion of the ear. They must be trimmed so that the ear is visible from the front and that the width of the sideburns does not exceed the area defined by the natural hairline.

3. Mustaches

A mustache is permitted to the **extent** that it conforms to the following standards. The mustache must be trimmed so that the officer's upper lip is visible when viewed from the front. The mustache must be trimmed so that it does not extend more than 1/2 inch from a perpendicular line drawn at the corner of the mouth. The mustache must also be trimmed so that it does not extend more than 1/4 inch below a horizontal line formed by the corners of the mouth. The mustache must not be waxed or otherwise treated to extend it beyond the natural hairline.

4. Other Facial Hair

- a. Generally, a clean-shaven appearance is required, with the exception of mustaches. Beards, chin whiskers, neck hair, or lower lip whiskers may not be worn by officers assigned to uniformed duties unless authorized by the Chief of Police or a designee. Beards or other facial hair may be worn by non-uniformed officers working in an assignment in which it is deemed appropriate and with the permission of the officer's Station/Unit Commander.
- b. An officer may be authorized to wear a beard or other facial hair as part of the treatment of a medical condition. The following is the procedure to be adhered to for the wearing of a beard or other facial hair for medical reasons:
 - (1) The officer's licensed medical practitioner or a Force Contract Medical Facility physician must complete a Shaving Exemption Form (USPP Form 90) that states the diagnosis, prognosis, and treatment plan for the medical condition. It must also explain why any requested exemption to the grooming policy is required to accommodate the diagnosed medical condition and for how long the accommodation will be required. The Shaving Exemption Form shall be presented to the officer's immediate supervisor, who shall forward it to the Medical Services Unit through the appropriate Unit Commander.

- (2) While under treatment for the medical condition, the officer's beard shall be evenly trimmed to the shortest length possible to accommodate the medical condition, not to exceed 3/8 inch in length.
- (3) In the absence of medical documentation certifying that the officer's condition is chronic, the officer shall be required to submit an updated Shaving Exemption Form from his licensed medical practitioner or Force Contract Medical Facility physician every 6 months from the date of the initial visit, or the amount of time the officer's licensed medical practitioner states it will take to recover from the condition, whichever is less.
- (4) The officer's Station/Unit Commander shall be responsible for monitoring the officer's condition, medical certification, and compliance with this General Order. If the Shaving Exemption Form submitted by an officer contains insufficient information to establish the existence of a medical condition and the need for the requested accommodation, the deficiencies shall be identified and the officer shall be given an opportunity to obtain sufficient documentation. If sufficient documentation is not provided, the officer may be required to see a licensed medical practitioner chosen by the U.S. Park Police for the purpose of determining the medical condition and/or need for accommodation. If an officer establishes a pattern where his shaving habits are inconsistent with the information documented on the Shaving Exemption Form, the Station/Unit Commander may order the officer to obtain an updated Shaving Exemption Form.

5. Earrings

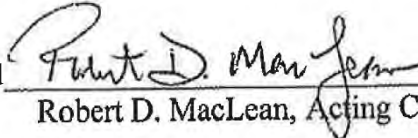
A male officer shall not wear earrings while on duty unless authorized by his Division Commander.

C. Female Personnel

1. Hair shall be neatly combed and arranged and shall not extend below the bottom edge of the collar; hairstyles used in accomplishing this goal shall permit the proper wearing of the uniform hat. Barrettes and similar hair ties shall be kept to a minimum and shall be of neutral color and style. A wig or hairpiece of color close to the usual hair color may be worn if it conforms to the guidelines of this section. Unusual or eccentric haircuts

are not permitted. The appropriate Division Commander may waive the provisions of this section for non-uniformed officers.

2. Female officers may wear small, plain, button-type earrings. More than one earring per ear is prohibited.

Approved 
Robert D. MacLean, Acting Chief of Police