



DERRY TOWNSHIP POLICE DEPARTMENT
Hershey, Pennsylvania

GENERAL ORDER 26.3

Subject

Grooming and Appearance

Date of Issue

Effective Date

Expiration Date

September 1, 2022

September 12, 2022

Until Amended or Rescinded

Reference

GO 26.1; CALEA 22.1.6; PLEAC 1.8.1

Amends

Rescinds

GO 26.1, Effective April 15, 2021

26.1.2; 26.1.3 from 26.1 (April 25, 2021)

Distribution

- 1. General Order Manuals**
- 2. Reading Verification to All Personnel**

Authorized By:

Chief of Police

This order consists of the following sections:

26.3.1 Appearance

26.3.2 Grooming

26.3.3 Tobacco

26.3.4 Guidelines Available to All Employees

I. Purpose

It is the policy of the Derry Township Police Department to establish personal appearance guidelines exceeding personal hygiene and grooming standards. The Derry Township Police Department recognizes the personal appearance of its sworn personnel, when in the public eye, has a direct impact on public confidence and thereby on the ability of individual personnel to perform their official duties. It is the policy of the Derry Township Police Department that sworn members maintain a professional appearance that will encourage public confidence in the members of this department. As such, the following policy will apply to sworn members, and potential applicants of the Derry Township Police Department.

II. Policy

It is the policy of the Derry Township Police Department that all sworn members and potential applicants adhere to this policy to maintain a professional and uniform police department.

26.3.1 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, and always maintained and buttoned appropriately.

(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.

26.3.2 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 may wear a clean and trimmed goatee, beard, or moustache. No jewelry or devices are permitted to be worn in one's beard.
- (2) Sideburns, when worn, shall be neat, trimmed and no wider than one inch in width and shall not extend below the earlobe.
- (3) All male personnel shall be clean shaven when assigned to ceremonial or Honor Guard details or at the direction of the Chief of Police.
- (4) All facial hair lengths, styles, and trims shall be in accordance with guidance from the Chief of Police.

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.
 - (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.
 - (3) Female personnel assigned to uniform function must wear their hair in such a manner as to allow the wearing of a hat as necessary.
 - (4) 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 they are not visible while in uniform.

3. Certain wrist bracelets of personal significance may be worn with approval of the Chief of Police.
4. 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.
5. Jewelry shall not be worn on-duty in any piercing other than in the lower earlobe.

C. 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. All employees are prohibited from having any tattoos or body art on the head, face, neck, scalp, and hands with the exception of wedding band tattoos.
 - b. Employees shall have all proposed visible tattoos first approved by their direct supervisor. The direct supervisor shall then forward the employees proposed tattoo to the Chief of Police who will either approve or deny the tattoo based on the content listed below in 'c'.
 - c. Any tattoos or body art that is or are offensive, extremist, indecent, racist or sexist are strictly prohibited. Proposed tattoos may only be denied by a Sergeant or Command Staff for a violation of one or more definitions listed below.
 - (1) Offensive tattoos and body art is defined as any tattoo or body art depicting words, pictures, or symbols, which can be interpreted to advocate, promote, or support racial, gender, or ethnic hatred or intolerance. This shall also include any tattoos or body art that can be interpreted to advocate, promote, or support discrimination towards any race, national origin, gender, ethnicity, religion, or sexual orientation.
 - (2) Extremist tattoos and body art is defined as any tattoo or body art affiliated with, depicting or symbolizing extremist's philosophies, organizations, or activities. Extremist philosophies organizations and activities are those which can be interpreted to advocate, promote, and support hatred and/or violence towards any person or group of persons based on race, national origin, gender, ethnicity, religion or sexual orientation.
 - (3) Indecent tattoos or body art is defined as any tattoo or body art that can be interpreted as grossly indecent, lewd or sexual that shocks the moral sense because of their crude, vulgar, filthy, or disgusting nature or would be inappropriate to be viewed by any minor child.
 - (4) Racist tattoo or body art is defined as any tattoo or body art that can be interpreted to advocate, promote or support degrading, demeaning or insulting any person or group of persons based on race, ethnicity or national origin.

(5) Sexist tattoo or body art is defined as any tattoo or body art that can be interpreted to advocate, promote or support degrading, demeaning or insulting and person or persons based upon gender, but that may not meet the same definition of "Indecent Tattoos or Body Art."

- d. Platoon Sergeants shall be responsible to ensure all personnel under their command are in compliance with the tattoo and body art restrictions.
- e. Sergeants shall monitor all personnel under their supervision for prohibited tattoos and/or body art.
- f. Body modification, including, but not limited to, replicas, branding, skin carvings, sub-dermal implants, transdermal implants or horns to the face, neck, or hands are expressly prohibited unless medically necessary. This does not apply to augmentation or reduction of features normally occurring in the human body.

- 2. Any employee who knowingly violates this section will have the option to have the tattoo removed or be terminated.

E. Fingernails

- 1. Fingernails should be kept neat and always trimmed. 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 deem by the Chief of Police or acting Chief of Police.

26.3.3 Tobacco

- A. 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.

- B. 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.

26.3.4 Guidelines Available to All Employees

- A. All employees shall receive a copy of the rules and regulations concerning appearance and grooming.