



# GOFFSTOWN POLICE DEPARTMENT

GENERAL ORDER NO. 302

DATE OF ISSUE: 01/08/91	EFFECTIVE DATE: 01/10/91	REVISED DATE: 02/08/22
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SUBJECT: PERSONAL APPEARANCE		
ISSUING AUTHORITY: CHIEF ERIC M. SERENO	Page 1 of 3	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS

DISTRIBUTION: ALL MEMBERS

NOTE: This written directive is for the internal governance of the Goffstown Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

**PURPOSE:** The purpose of this general order is to set forth guidelines to ensure uniformity in dress and appearance of all members of the Goffstown Police Department.

**POLICY:** It is the policy of the Goffstown Police Department to recognize that a good "first impression", instills public confidence in the professional ability of the Department and its members. Members shall appear neat and well groomed while on duty to include, but not be limited to, regular duty, court appearances, in-service training, and Department meetings.

**PROCEDURES:**

## I. SUPERVISOR RESPONSIBILITIES

A) Supervisors shall make an informal inspection at the start of each shift to determine if members meet requirements.

1) Supervisors may determine that a member's appearance precludes them from remaining on duty. In such instances, the member may be relieved from duty until such time that corrective action has been taken, or as may be determined by the Chief of Police.

2) Nothing contained in this General Order shall be construed to prevent a member from reporting for duty in an emergency where strict conformance to these requirements would unduly delay or prevent the member from reporting.

## II. MINIMUM STANDARDS:

A) HAIR - ALL male members shall report for duty with neat, trimmed haircuts. Hair shall be cut at sufficiently frequent intervals to present a neat appearance at all times. Where hair is styled or blocked, it shall be trimmed in such a manner as to not drop below the top of the uniform collar, while the body is standing in an erect position. While hair may be of such length as to come in contact with the backside of the ear, it shall not extend over the ear. Necklines shall be clean and well-trimmed, with no appearance of raggedness. Hair on the sides and back of the head shall be maintained in such a manner as to lie reasonably close to the head and present no bushy appearance.

Uniformed female members will wear their hair in a neat and professional appearance. Hair will be pulled back and secured behind the head. A single braid or a single ponytail or equivalent may be worn down the member's back with length not extending below the shoulder blades. The braid or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Braids or ponytails shall not prevent the officer from properly wearing a duty hat. No flowers or other decorations will be worn in the hair. When not in uniform, female members will wear their hair in a fashion considered to be neat, well-groomed, and not extreme in appearance or style. When using hair elastics, they must be either black or the same color as the officer's natural hair color.

Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance. For the purposes of this policy, naturally occurring color range does not include unique hair colors such as pink, blue, purple or green.

B) SIDEBURNS - Sideburns shall not extend below the bottom of the ear and shall be well-groomed and neatly trimmed so as to preclude any coverage of the ear. Sideburns may present a flare at the base but shall not exceed one and a half inches in width and shall be trimmed at the lowermost point in a straight line.

C) MUSTACHES - All male members shall be clean-shaven when reporting for normal duty. A mustache may be worn if maintained neat in appearance and sufficiently trimmed to prevent downward extension over the upper lip surface. It shall not extend further than 1/2 inch from the outer edges of the mouth and shall not extend below the corner of the mouth.

D) BEARDS - When permitted by the Chief of Police, beards will be well groomed (clean neck lines and cheek lines), beards should be no longer than 1/4 inch in length.

E) FINGERNAILS - All members shall have clean, manicured fingernails trimmed to a length, which is appropriate for the proper performance of their duties. Fingernail polish needs to be in a color that is professional in appearance.

F) JEWELRY - Wedding, engagement, rings of similar size and appearance shall be the only rings authorized for on-duty wear. A single stud round or square white diamond, gold, white pearl, or silver earrings no larger than 1/4 inch is allowed in each ear for female officers. Exposed neck chains and bracelets are prohibited for sworn personnel. Medical alert bracelets are authorized.

G) WEARING THE UNIFORM - All members shall wear the prescribed uniform for assignment. Uniforms shall be kept neat, clean and well-pressed at all times. Care should be taken not to wear threadbare or faded items. The uniform cap should be worn out-of-doors unless otherwise directed by competent authority. Shoes and associated leather gear shall be highly polished. Civilian clothing shall not be worn with any distinguishable part of the uniform while on duty.

H) CIVILIAN CLOTHING - Sworn members permitted to wear civilian clothing during a tour of duty shall wear either a business suit, coordinated slacks, sweater and shirt combination; or sports coat and slacks. A dress-style shirt with tie shall be worn. Commanding officers may prescribe other types of clothing when necessary to meet particular police objectives. Unless otherwise directed, female members permitted to wear civilian clothing shall conform to standards normally required of office personnel in private business firms. The Chief of Police may authorize certain plain-clothes members to adjust the above requirements if, in the Chief's discretion, the requirements are unnecessary or ill-advised.

1) COMMUNICATIONS CLOTHING - Communications personnel shall wear the prescribed uniform for assignment. Uniforms will be kept neat, clean and well pressed at all times.

2) NON-SWORN - Non-sworn personnel shall wear business attire typically consisting of coordinated slacks, button-down shirts and tie, dress shirts, blouses, sweater and combination; or sports coat and slacks.

I) WEARING OF BADGE - Members who are issued a Department badge are responsible for the continued possession of said badge. While in uniform, the badge will be positioned with the lower tip approximately one fourth of an inch above the center of the left uniform shirt pocket.

1) The badge shall have a cleaned and polished appearance at all times. **WEAR THE BADGE WITH PRIDE.**

J) WEARING OF NAME TAG - The name tag is required to be worn on the outermost garment of all members when in uniform. It will be positioned along the top of the right pocket so that the bottom of the name plate rests on the top of the pocket.

K) INSIGNIA OR PINS - Insignia or pins and similar items shall not be worn on uniforms except for those items approved or issued by the Department. Pins and insignia given in recognition of contributions to charitable organizations may be worn upon the uniform in an approved manner for the duration of the solicitation campaign.

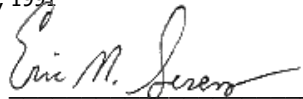
L) IN-SERVICE TRAINING/SCHOOLS - When attending in-service training or schools, all members will wear the prescribed uniform or civilian clothing as dictated in this General Order. Certain training and schools require different clothing. The Special Order issued by the Department will explain any special instructions regarding clothing and appearance. The rules of New Hampshire Police Standards and Training concerning appearance by students will be adhered to by all members.

M) COURT APPEARANCE - When appearing in court, all members will wear the prescribed uniform or civilian clothing as dictated in this General Order.

REVISED: 2/22, 1/22,04/21, 4/17, 12/14, 11/09, 12/97  
REVIEWED: 4/99, 1/98

WRITTEN BY: Lt. Michael T French  
REVIEWED DATE: January 8, 1991  
ADOPTED DATE: January 8, 1991

SIGNATURE OF CHIEF:



DATE: 2/8/22