



# GATUCK POLICE DEPARTMENT

## POLICY & PROCEDURE

TITLE:	PERSONAL APPEARANCE	PROCEDURE	5.2
EFFECTIVE:	07/15/2009	REVISED:	01/20/2015
POST-C STANDARD:	1.2.31	REVIEW:	ANNUAL
AUTHORIZED BY:	CHIEF CHRISTOPHER EDSON		

### I. PURPOSE:

- To provide grooming standards for Department personnel.
- To enhance community respect and acceptance.

### II. POLICY:

The Police Department recognizes the important relationship between public confidence in the police and the successful accomplishment of the police function. The Department member's appearance in public is a part of the Department's effort to maintain public acceptance and maximize public confidence. It is the policy of this Police Department to establish grooming standards necessary to maintain a professional and neutral image to promote acceptance and respect.

### III. PROCEDURE:

5.2.1. Male full-time police officers and male civilian personnel will conform to the following standards:

#### A. Hair:

1. Hair will be neatly trimmed and combed or brushed at all times while on duty. Hair will grow downward no more than one (1) inch over the top of the ear and will be neat and even in appearance. Hair will not extend downward beyond the hair line at the back of the neck nor extend over the shirt collar in a normal posture. Hair color will be restricted to naturally-occurring colors. Multiple colors are prohibited.

#### B. Sideburns:

1. Sideburns will not extend downward beyond the bottom of the ear. Maximum width of sideburns is one (1) inch. Growth will be no more than one (1) inch in depth.

#### C. Mustaches:

1. Mustaches will be neatly trimmed and will not extend more than 1/4 inch beyond the corners of the mouth. Ends will not be waxed or twisted.

#### D. Beards:

1. Beards and goatees are not permitted.

#### E. Jewelry:

1. The wearing of earrings is prohibited. Chains, necklaces, and other ornamental jewelry must be concealed while in uniform or while in a plain clothes assignment. Wedding rings, or other type rings worn in conservative style are permitted. Only one ring may be worn on each hand. Any other jewelry worn must not present a hazard to the officer and if visible to the public must be unobtrusive and present a neutral appearance. The use of strong scented cologne, while in uniform or while in a plain clothes assignment is prohibited.

F. Fingernails:

1. Police officer's fingernails shall not exceed one eighth (1/8) of an inch above the tip of the finger.

G. Exceptions.

1. The aforementioned standard does not apply to officers in undercover operations and so authorized by the Chief of Police or his/her designee.

5.2.2. Female full-time police officers and female civilian personnel will conform to the following standards:

A. Hair:

1. The hair will be worn in a neat style, extreme hairdos or exaggerated high styles are prohibited. The length of the hair or style will not preclude the proper wearing of the uniform or pose a risk to officer safety. Hair color will be restricted to naturally-occurring colors. Multiple colors are prohibited.

B. Make-Up:

1. The use of facial make-up will be conservative, excessive use of lipstick, rouge, mascara, etc. is prohibited. Fingernails will be inconspicuous, and not too long nor colored. The use of strong scented cologne, while in uniform or while in a plain clothes assignment is prohibited.

C. Jewelry:

1. Female officers may wear one (1) pair of stud type pierced non-dangling earrings. Chains, necklaces, and other ornamental jewelry must be concealed while in uniform or while in a plain clothes assignment. Wedding rings, engagement rings, and rings worn in a conservative style are permitted. Only one ring may be worn on each hand with the exception that an engagement and wedding ring may be worn together constituting one ring. Any other jewelry worn must not present a hazard to the officer and if visible to the public must be unobtrusive and present a neutral appearance.

D. Fingernails:

1. Police officer's fingernails shall not exceed one eighth (1/8) of an inch above the tip of the finger.
2. Any color nail polish is prohibited except "clear" or "natural" color.

E. Exceptions:

1. The aforementioned standard does not apply to officers in undercover operations and so authorized by the Chief of Police or his/her designee.

### 5.2.3. Inspections and Enforcement:

1. Shift Supervisors and other immediate supervisors will be held strictly accountable for conducting daily inspections to insure full compliance with the standards outlined above on the part of their subordinates.

### **TATTOOS / BODY ART / BODY PEIRCING**

5.2.4. The wearing by Department employees of visible body art of infinite style and color, as well as the wearing of visible body piercing objects, may reasonably be anticipated to be offensive to one or more members of the public and the Department, and may reasonably be anticipated to be a distraction to the public, whose focus should be upon the Department employee and his or her role, and not upon art which an employee has chosen to decorate him or herself with.

#### A. Legal Basis for Policy

1. The United States Supreme Court case of *Kelley v. Johnson* (1976) 425 U.S. 238 empowers police departments to make rules and regulations affecting uniformity and esprit de corps, so long as there is a rational justification for the policy. As the High Court stated at 425 U.S. 247:2
2. *Inturri v. City of Hartford* (2005)  
United States District Court District of Connecticut CV 987(CFD) Chief of Police has the authority to order personnel to cover tattoos that are deemed offensive and/or presenting an unprofessional appearance," as well as issuing an order requiring the employee's to cover certain tattoos.

#### **Tattoos/Body Art/Branding:**

5.2.5. Employees shall not display any tattoos/body art or brandings while on-duty or when wearing any part of the Police uniform or authorized clothing. All visible tattoos and brandings shall be covered by approved uniform or authorized clothing or exempted in writing by the Chief of Police or by wearing a skin patch of neutral tone if required by the Chief of Police.

5.2.6. Tattoos/body art/brandings visible on an employee's head, neck or face are prohibited.

5.2.7. Sworn employees assigned to specialized units may display visible tattoos while working in an undercover capacity, or in any other circumstance specifically authorized by the Chief of Police.

#### **Body Piercing:**

5.2.8. Body piercing of the face, head, and mouth detracts from a professional appearance and is not authorized for wear by any personnel when representing the Department to the public.

5.2.9. Any other body piercing, which is not concealed by the authorized uniform or plainclothes, is prohibited for wear by any personnel when representing the Department to the public.

#### **Exemptions:**

5.2.10. Employees possessing any tattoos/body art/branding below the bottom of the sleeve of summer uniforms or authorized clothing prior to the effective date of this policy (6/13/2013) may apply for a partial exemption of this policy under the following conditions:

1. The tattoos or brandings must be on the arm below the end of the short sleeve uniform shirt and above the wrist.
2. Exempted tattoos/body art and brandings shall not detract from the professional image or neat appearance of police employees for the Borough of Naugatuck.
3. Exempted tattoos/body art and brandings shall not depict material that is discriminatory, offensive or derogatory based upon race, gender, ethnicity or religion, or that is obscene or sexually oriented.
4. The Chief of Police has the sole discretion and authority to determine which tattoos/body art or brandings will be exempted. Pictures of exempted tattoos or brandings will be placed in the employee's personnel file in order to insure that those exemptions are accurately documented.
5. The Chief of Police has the sole discretion and authority to determine a police candidate not be hired because of tattoos/body art/body piercings that in violation of this policy or because they depict material that is discriminatory, offensive or derogatory based upon race, gender, ethnicity or religion, or that is obscene or sexually oriented. This determination is based on the fact that such tattoos/body art and piercings would have a negative impact upon not only internal esprit de corps, but upon the building of a positive bond with the community as well.

## **USE OF TOBACCO PRODUCTS**

### **Definitions**

5.2.11. "Smoking" is the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

5.2.12. "Smokeless tobacco" consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

5.2.13. "Tobacco Product" refers to both smoking tobacco and smokeless tobacco products.

5.2.14. "Public view" refers to being visible to any person not employed by the Naugatuck Police Department.

### **Policy**

5.2.15. The dangers associated with smoking and smokeless tobacco, and with secondary smoke, are becoming increasingly evident. Those who choose to use tobacco products can do so but must respect the rights of those who choose not to use tobacco products and desire a tobacco-free environment. It is recognized that this policy will be successful when people cooperate and live within the spirit of the policy. While there are procedures available for enforcement, good will and respect for the rights of others are the keystones of the successful implementation of this policy

### **Procedure**

5.2.16. The use of any tobacco product is strictly prohibited by any police department employee in the following circumstances:

- a. when in public view, whether in uniform or not
- b. in any Borough-owned vehicle
- c. in police headquarters (smokeless tobacco products may be exempted if utilized in a discreet and sanitary manner, but only when not in public view. Use of smokeless tobacco is prohibited in roll call)
- d. any circumstance where tobacco use is prohibited by law

5.2.17. The Chief of Police may authorize exemptions of this policy on a case by case basis.

5.2.18. The designated smoking areas at police headquarters are the back patio and outside the training room entrance.