

	OLD BRIDGE POLICE DEPARTMENT POLICY AND PROCEDURE PERSONAL GROOMING REGULATIONS	NUMBER: 061-2017
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REFERENCES	AUTHORITY CHIEF WILLIAM A. VOLKERT	REVISION:
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I. PURPOSE

In order to present a professional appearance to the public, the following personal grooming standards for sworn officers of the Old Bridge Police Department are hereby established by the Chief of Police.

II. POLICY

It is the policy of the Old Bridge Police Department that personnel be neat, clean, well groomed, and present a professional appearance. To achieve the intent of this policy, reasonable grooming regulations have been established. These regulations take into consideration contemporary standards, uniformity, neatness, safety, and the quasi-military nature of the Old Bridge Police Department.

III. PERSONAL APPEARANCE

A. Male Officers

1. Hair

- a. Shall be neatly trimmed, combed or brushed.
- b. Bushy hair, protruding from the sides, back or front of the head is prohibited.
- c. Styles shall not be of such length as to extend beyond the middle of the ear.
- d. A neat pattern, shaped at the rear of the neck, shall be maintained. Growth near the collar line must be neatly trimmed and shall not extend over the shirt or coat collar.
- e. Unusual haircuts, such as in certain style, shape, etc. that are unbecoming of a law enforcement officer, are strictly prohibited.
- f. Shall be groomed in front so that it does not fall below the band of a properly worn uniform hat.
- g. Hair color, if used, must appear natural.
- h. At no time under any circumstances should a member of the Old Bridge Police Department report for duty with any hairstyle which in appearance is not conducive to the quasi-military nature of the department.
- i. Hairstyles including but not limited to those depicting stripes, numbers, initials, and a design of any kind or any other form of expression are forbidden.

2. Sideburns

Sideburns shall not extend below the bottom of the earlobe. The maximum width at the bottom of the sideburns shall not exceed one inch.

3. Moustaches

- a. Shall not be bushy in appearance. They may not exceed ¼ inch beyond the corners of the mouth.
- b. Length of hair shall not appear bushy.
- c. Shall not be twirled or curled.
- d. No portion may extend below the lip line of the upper lip.
- e. No other facial hair of any type is permitted and the officer shall be clean shaven at all times when reporting for duty.

B. Female Officers

1. Hair

- a. Shall be neatly trimmed, combed or brushed.
- b. Shall not extend over the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal posture.
- c. Shall be groomed in front so that it does not fall below the band of a properly worn uniform hat.
- d. Ponytails or braided hair is not permitted.
- e. A bun or twist will be permitted on the top or back of the head provided it is worn in a neat manner and does not interfere with the wearing of the uniform hat.
- f. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes which blend with the color of the hair.
- g. Hair color, if used, must appear natural.
- h. At no time under any circumstances should a member of the Old Bridge Police Department report for duty with any hairstyle which in appearance is not conducive to the quasi-military nature of the department.
- i. Hairstyles including but not limited to those depicting stripes, numbers, initials, a design of any kind or any other form of expression are forbidden.

C. Jewelry

- 1. No jewelry, unless authorized, will be worn on or over the uniform.
- 2. The wearing of necklaces, chokers or medallions while on duty is prohibited. Religious medals are permitted, but must be worn under the uniform or clothing out of sight.
- 3. Jewelry worn on the wrist is prohibited except for a wrist watch and/or identification bracelet. No other bracelets or bands are permitted. Rings may be worn, however they should not present a hazard to the officer or the public.

D. Cosmetics

1. May be worn if they are subdued and blended to match the natural skin color of the individual.
2. False eyelashes are not permitted.

E. Fingernails

1. Shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.
2. Fingernail polish, if worn, shall be clear.

F. Tattoos, Body Piercing, Branding and Intentional Scarring

1. Visible tattoos, brandings, intentional scarring, or other body art or modification are prohibited on the face, head, and neck.
 - a. The head is defined as the portion of the body above the first cervical vertebrae (C1).
 - b. The neck is defined as the portion of the body above the collarbone in the front area, above the seventh cervical vertebrae (C7) in the back area.
2. Tattoos, branding, or intentional scarring on the wrists, hands or fingers are prohibited.
3. Tattoos, branding, and intentional scarring or other body art or modification shall not be visible while Old Bridge Police department employees are in uniform or on-duty.
4. Tattoos, branding, and intentional scarring on the chest or back must be below the collarbone and seventh cervical vertebrae (C7). Tattoos, branding, and intentional scarring on the chest or back must be covered by wearing a properly fitting crew-neck t-shirt with no portion of the tattoo, branding or intentional scarring showing.
5. Visible tattoos, brandings, and intentional scarring are prohibited below the elbows, unless such tattoos, brandings, and intentional scarring are on the employee's forearms and existed prior to the effective date of this policy and the involved employee was hired by the Old Bridge Police prior to this date.

6. Employees who are hired by Old Bridge Police Department after August 11, 2017 and are in violation of Paragraph 5 by having tattoos, brandings or intentional scarring on their forearms will be required to cover same by means of an approved compression sleeve or the wearing of the long sleeve uniform shirt at all times. The employee may choose to have the tattoo, branding, or intentional scarring removed at his/her own expense if they wish.
7. Body piercing(s) including earrings and ear gauges (ear lobe rings) are not permitted to be visible to the public at any time. Exceptions are officers working undercover and with the approval of the Chief of Police or his/her designee.
8. While any type of body piercing is discouraged, body piercing anywhere above the shoulders or otherwise visible while the Old Bridge Police Department employee is on duty is prohibited.
9. Tattoos, brandings, or intentional scarring are prohibited from being distasteful, political in nature, obscene, indicative of membership in a hate, racist, subversive organization, criminal gang, or any symbol, including those not readily visible, that can be commonly associated with a hate, racist, subversive organization or criminal gang.
10. Any visible tattoo, branding, or intentional scarring that can be deemed reasonably offensive or morally objectionable, including but not limited to racially oriented, drug related, or sexually explicit words, pictures or symbols are strictly prohibited.