



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **GROOMING AND APPEARANCE**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 2.17  
ISSUED: 12/01/2015  
EFFECTIVE: 01/01/2016  
 RESCINDS  
 AMENDS  
WILEAG 4<sup>TH</sup> EDITION  
STANDARDS: 1.2.3  
NUMBER OF PAGES: 4

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INDEX AS: Appearance  
Code of Conduct  
Grooming

PURPOSE: The purpose of this Policy & Procedure is to ensure the professional bearing and appearance of the members of the Sturgeon Bay Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

### I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to set forth standards and guidelines for all members of the Department in regards to grooming and appearance while on-duty or while performing duties or tasks on behalf of the Department.

### II. PROCEDURE

- A. PERSONAL APPEARANCE

1. All employees of the Department are visible representatives of the City and the Department. Therefore, during duty hours or while performing duties or tasks on behalf of the Department clothing and grooming should be neat and clean.

This Policy & Procedure shall apply to both uniformed and non-uniformed employees unless otherwise specified.

#### B. PERSONAL HYGIENE

1. It is the responsibility of all employees to ensure that their body and clothing is kept clean to prevent offensive odor.

#### C. TATTOOS AND BRANDING

1. Visible tattoos on the ears, head, face or neck area are prohibited.
2. Officers with tattoos/ branding may be required to keep them covered if they are unsightly or offensive.

#### D. FINGERNAILS

1. Fingernails will be no longer than one-half inch from fingertip.
2. Fingernail color will be in good taste and subdued in appearance.

#### E. HAIR

1. Hair will be neatly trimmed, clean and styled.
2. All styles must not detract from the employee's appearance as a professional. Extreme haircuts such as tracks, designs, decorations, sculptures cut into the hair, cornrows and Mohawks are prohibited.
3. Extreme or unnatural hair colors are prohibited.
4. If wigs and hair pieces are worn, they must conform to the established grooming standards.

#### F. HAIR LENGTH

1. Uniform officers' hair will not extend more than two inches beyond the bottom of the shirt collar at the center of the back, and will not interfere with the wearing of a uniform hat/cap.
2. The length and/or bulk of an employee's hair shall not be such that it presents an unprofessional, unkempt, or neglected appearance.

## G. HAIR ACCESSORIES

1. Hair accessories that may be worn include bobby pins, hair bands, and hair clips.
2. Hair bands worn by uniformed officers must be of a solid color of white, black or navy blue.
3. Hair clips worn by uniformed officers must be a plain shape and in the color of white, black or navy blue, or natural hair color.
4. Decorative or fashion hair accessories not mentioned above are prohibited by uniformed officers.

## H. SIDEBURNS

1. Sideburns will be neatly trimmed and tapered in the same manner as the haircut. They will be evenly trimmed on each side of the face.

## I. MUSTACHES AND BEARDS

1. Officers may wear beards, Vandyke goatees, mustaches or other arrangements that when maintained in a neat, clean manner, present a groomed appearance.
2. Facial hair shall not exceed one and one half inches in length.

## J. JEWELRY

1. Officers may wear one stud/post earring in each earlobe, but the earrings cannot be larger than 5mm.
2. Uniform officers shall not wear any visible necklace, unless authorized by the Department (i.e., ID chain).
3. Officers may wear one wrist watch.
4. Uniform officers shall not wear bracelets unless it is a medical bracelet.
5. Officers may wear two rings, but cannot have a height of over one half inch from the top of the finger.

## K. BODY PIERCING

1. The wearing of body piercing jewelry, other than allowed earrings, is prohibited in body areas that are visible to the public.

Arleigh Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 12/01/2015