

| | | | |
|---|---|---------------------|-------------------|
|  | ANDOVER POLICE DEPARTMENT GENERAL ORDER | | Number: M1213 |
| | | | Page: 1 of 3 |
| | | | Distribution: All |
| Title: PERSONAL APPEARANCE & GROOMING | | Section: Personnel | |
| Issued: 06/08/2010 | Effective: 06/16/2010 | Revised: 07/23/2014 | |
| Rescinds: All Previous | | Amends: | |
| CALEA References: 26.1.1 | | | |
| Review: Annual | Authority: Chief Michael A. Keller  | | |

I. Purpose

The purpose of this policy is to set forth guidelines for personal appearance and grooming.

II. Policy

Members of the Department shall be well-groomed and clean at all times while on-duty or representing the department off duty in extra-duty employment unless expressly exempted by this General Order or by proper authority.

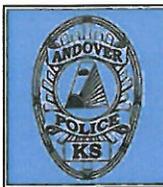
III. Definitions

(This section intentionally left blank)

IV. Regulations

A. Haircuts

1. All officers and uniformed civilian members of the Department shall keep hair neat, clean, well trimmed, and in accordance with these regulations while on-duty or otherwise representing the department [A].
2. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear [A].
3. Hair coloring, if used, must appear as natural human hair colored tones. Unnatural colors such as green, purple, blue, etc., are not permitted [A].
4. For male employees hair shall not cover more than the top one half of the ear; hair shall not be allowed to touch the top of the collar when he is in a standing position; and, shall not fall past the eyebrows when combed [A].
5. Female officers in uniform may choose to wear their hair down and loose, however, the length of the hair will not extend beyond the bottom of the collar when she is in a standing position [A].
6. Female officers in assignments that do not require the wearing of a uniform, and civilian female employees may wear their hair down and loose as long as a well-groomed appearance is maintained [A].



ANDOVER POLICE DEPARTMENT
GENERAL ORDER

Title: PERSONAL APPEARANCE & GROOMING

Number: M1213

Page: 2 of 3

Section: Personnel

B. Sideburns

1. Sideburns are to be kept neatly trimmed, not flared and of even width [A].
2. The base will be a clean shaven horizontal line and will not extend downward below the lowest part of the earlobe [A].

C. Mustaches

1. A short and neatly trimmed mustache of natural color may be worn [A].
2. Mustaches shall not extend below the top of the upper lip [A].
3. Laterally, the mustache may not extend more than one-half inch past the corners of the mouth, and may not extend more than one-half inch below the corners of the mouth [A].
4. No handlebar mustaches or beards are allowed [A].

D. Tattoos/Brands

1. Tattoos/brands, other than cosmetic tattoos, must not show while on duty in uniform or civilian clothing when representing the department regardless of what the tattoo/brand is or represents with the exception of existing tattoos on employees employed by the Department prior to March 1, 2008 [A].
2. After March 1, 2008, new employees with tattoos/brands or existing employees acquiring tattoos/brands they cannot conceal will be required to wear authorized long sleeve shirts and pants to cover the tattoo/brand while on-duty or otherwise representing the department [A].

Rev. 07232014

E. Piercings

1. The wearing of facial piercing jewelry, i.e. lips, tongue, nose, brow or any other location on the face is prohibited for all department members while on duty or otherwise representing the department [A].
2. Male employees may not wear ear piercing jewelry on duty or otherwise representing the department [A].
3. Female employees may wear a maximum of two pieces of conservative piercing jewelry in each ear lobe while on duty. While in uniform the earring should be the "stud" type earring (i.e. nothing may dangle from the earring) [A].
4. All other piercing jewelry must be concealed by clothing while on duty or otherwise representing the department [A].

F. Cosmetics

1. Female employees may wear cosmetics if they are conservative and complement the uniform and their complexion [A].

| | | |
|---|--|--------------------|
|  | ANDOVER POLICE DEPARTMENT GENERAL ORDER | Number: M1213 |
| | Title: PERSONAL APPEARANCE & GROOMING | Page: 3 of 3 |
| | | Section: Personnel |

2. Female employees will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme [A].

V. Procedures

A. Granting of Exceptions

1. The Chief of Police has the authority to grant exceptions to the listed regulations in special circumstances including, but not limited to, officers working undercover, medical situations, etc.
2. Employees seeking exceptions must submit a written request through their chain of command to the Chief of Police.
3. The Chief of Police can grant, deny or modify the requested exception and will respond to the request in writing.
4. Department Applicants will be advised of this General Order during the pre-employment process.

B. Violations

1. Members out of uniform, improperly dressed, not properly groomed, or who evidence poor hygiene will be required to correct the problem before continuing work.
2. Discipline consistent with the Department's General Order regarding discipline will be taken by the member's supervisor for violations of this General Order.