




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 1-9		Effective Date March 20, 2023	Review Date February 2, 2022	Reviewing Division Administration
Subject PERSONAL APPEARANCE AND GROOMING	References VLEPSC CALEA	<input type="checkbox"/> New Policy <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised		This policy shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division <input type="checkbox"/> ECC Division
 _____ Chief of Police or Designee		_____ March 20, 2023 Date		

I. PURPOSE

The purpose of this policy is to establish Winchester Police Department guidelines for grooming and personal appearance for all Department members, sworn and civilian, while on-duty or when representing the Department in an official capacity.

II. POLICY

It is the policy of the Winchester Police Department that all Department personnel will be clean, neat, and well groomed at all times. All Department personnel shall comply with this policy, and unless otherwise indicated in this policy, the City’s Comprehensive Employee Management System (CEMS) regulations pertaining to the dress code and appearance of employees.

III. DEFINITIONS

This policy will accomplish outline and understanding of guidelines through definition of a variety of staff within the Winchester Police Department. The categories of personnel are defined throughout as follows:

Uniformed Sworn – Personnel of a status sworn into law enforcement within the City of Winchester who utilize a patrol uniform during their duties.

Non-Uniformed Sworn – Sworn personnel appointed to divisions or duties not suited for a standard patrol uniform.

Civilian - Personnel within the Winchester Police Department performing duties without a sworn law enforcement status.

ECC – Emergency Communications Center personnel. Essential civilian personnel who are not sworn but do meet a uniform criterion for their assignment.

IV. PROCEDURES

A. Hair Standards

1. Male personnel:

- a. All sworn male personnel shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar, nor cover any portion of the ear.
- b. Beards are permitted, subject to the following restrictions:
 - Must not be longer than ¼ inch in length;
 - Must not extend below the jaw line or extend down the front of the neck;
 - Must be consistent in length, naturally colored, and well groomed.
- c. Goatees are described as close-cropped hair on the chin with an integrated mustache connected on both sides of the mouth to form a completely enclosed circle and are permitted, subject to the beard restrictions above and:
 - Must not extend beyond ¼ inch from the corner of the mouth.
- d. Mustaches are permitted, subject to the beard restrictions, and:
 - Must not extend below the upper lip line;
 - Must not be waxed or twisted.
- e. The following facial hair is not permitted:
 - Pencil thin designed hairline to form a beard or goatee;
 - Chin strap (only beard) facial hair;
 - The “royale” or “soul patch” (a tuft of hair under the lower lip);
 - Chin beard (a beard formed by a tuft of hair solely on the chin, lacking the accompanying mustache);
 - Other extreme, non-traditional designs or shapes shaved into the facial hair.
- f. Wigs and hairpieces are permitted for all personnel if they conform to the standards for natural hair. Hair, if dyed, should conform to a closely related natural shade for sworn personnel.

2. Female personnel:
 - a. On-duty uniformed sworn female personnel assigned to field duties will arrange their hair in an up-do, ponytail, or braid. When in Class A uniform, the hair must be worn in an up-do above the bottom edge of the collar. These standards do not apply to female personnel whose hair is shorter than the bottom edge of the collar when worn down.
 - b. Wigs and hairpieces are permitted for all personnel if they conform to the standards for natural hair. Hair, if dyed, should conform to a closely related natural shade for sworn personnel.

B. Court Appearance Standards

1. When attending court to testify in their official capacity, all Department personnel who are permanently assigned to a uniformed assignment shall wear a complete uniform or the required dress for plain clothes officers. (R.R 1-8)
2. Officers who are regularly assigned to work in a bicycle uniform, BDU, or other special uniform, and are approved by their supervisor to wear such uniform while on-duty, shall be allowed to appear in their assigned uniform for all matters in court.
3. Any plain clothed sworn, or civilian employee, while appearing in court in their official capacity, the acceptable attire shall include at minimum dress slacks, dress shirt, and tie (male personnel).
4. Whenever an officer appears before any court for any purpose other than in their official capacity, the officer shall not wear a police uniform, police equipment, badge, or police identification.
5. Supervisors shall be responsible for ensuring that any uniform or attire worn on-duty conforms to Department policy and the highest standards of professionalism and appearance.

C. Plain Clothes Standards

1. Non-uniformed sworn males will wear business attire to include dress slacks and dress shirt. Exceptions can be made by the division commander to allow collared polo-type shirts, cargo pants and appropriate footwear to be worn for operational needs and after hour callouts.
2. Non-uniformed sworn female personnel will wear business attire to include dress slacks, blouses, and dress shirts. Exceptions can be made by the division commander to allow collared polo-type shirts, cargo pants and appropriate footwear to be worn for operational needs and after hour callouts

D. Jewelry and Other Attire Standards

1. Necklaces

- a. Uniformed sworn personnel shall not wear exposed necklaces or other device for hanging their sunglasses around the neck or outside of the shirt collar. Only one (1) necklace, maximum width of one quarter (1/4) inch, may be worn, and then only if it is within the collar of the shirt.

2. Bracelets/Rings

- a. The wearing of more than one (1) bracelet while on duty for uniformed sworn personnel, excluding “Medic Alert” bracelets, is prohibited. The maximum width allowed for bracelets other than “Medic Alert” bracelets is one quarter (1/4) inch. However, personnel may wear a wristwatch in addition to the bracelet.
- b. While the wearing of rings is not encouraged while on-duty for uniformed sworn personnel, they may wear rings on their ring fingers.

3. Earrings

- a. Uniformed sworn female personnel may wear no more than two (2) post-type or stud earrings in each ear. Non-uniformed sworn female personnel may wear two (2) earrings in each ear. One set of earrings may be up to one (1) inch in length. The head of the earring shall not exceed one quarter (1/4) inch in diameter.
- b. Sworn male personnel are prohibited from wearing any earrings or ear dressing.

4. Fingernails

All personnel shall keep their fingernails trimmed so as not to interfere with their assigned duties.

- a. Nail polish for sworn female personnel shall be clear or of neutral color and conservative. Personnel shall not apply designs to nails or have multi-toned colors.
- b. Sworn male personnel are prohibited from wearing any nail polish.

5. Cosmetics

- a. When conservatively applied, cosmetics are allowed for all females; however, false eyelashes are prohibited for uniformed sworn personnel.

E. Body Piercing

Sworn personnel shall only wear the earrings authorized in this policy. No other visible body piercing jewelry shall be worn while on duty, including tongue rings.

F. Mutilation

Intentional body mutilation, branding and/or intentional scarring that is excessive or eccentric is prohibited. Some examples are:

- a. Split or forked tongue;
- b. Foreign objects inserted under the skin to create a design or pattern;
- c. Enlarged or stretched holes in the ears (other than a normal piercing); or
- d. Intentional scarring that appears on the neck, face, or scalp.

G. Dental Ornamentation

The use of gold, platinum, or other veneers or caps for the purpose of dental ornamentation are prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.

H. Unauthorized Tattoos or Brands

1. The public display of any tattoo or brand anywhere on the body that is obscene, advocates sexual, racial, ethnic, or religious discrimination, gang-related, or is of a nature that tends to bring discredit upon the Department is prohibited from public display while on duty, while in a Department vehicle, while on City of Winchester property, or while conducting official Department business.
2. Any tattoo or brand or combination thereof that exceeds one quarter (1/4) of the exposed body part surface is otherwise permitted, subject to approval by the Chief of Police or his or her designee. Personnel are prohibited from having tattoos on their neck, head, face, ears, hands, fingers or above the collar bone that would be readily visible when wearing an open collar shirt. Department personnel with existing tattoos not in compliance with this policy are required to:
 - a. Maintain complete coverage of the tattoos or brands using current uniform or clothing items such as long-sleeved shirt, pants, etc; or
 - b. Volunteer to remove the tattoos or brands.

I. Exceptions

1. Personnel on special assignments may deviate from these standards with the approval of their supervisor.
2. Personnel may request an exemption to the standards in this policy for cause, through their chain of command. However, the Chief of Police shall be the final arbitrator in all such requests and shall set forth the temporary standards to be adhered to by the requesting personnel.