



Newport News Police Department - Administrative Manual

ADM-230 - GROOMING AND APPEARANCE STANDARDS

Amends/Supersedes: ADM-230 (02/26/2018)

Date of Issue: 01/09/2019

I. GENERAL

[26.1.1]

- A. As Police and City representatives, all employees will exercise proper decorum and good taste when selecting clothing and hairstyles to wear in the workplace. As the situation dictates, an employee's supervisor may temporarily suspend or modify the standards within this policy, with the concurrence of the appropriate Bureau/Precinct/Division Commander.
- B. While in uniform, Police Aides, Cadets, and Parking Enforcement Officers will adhere to the same appearance and grooming standards as those for sworn personnel in uniform.
- C. When wearing a Department-approved uniform, all procedures of this policy shall be adhered to, regardless if employee is on or off-duty.

II. DEFINITIONS

- A. *Appropriate shoes:* Office dress shoes not to include: sneakers/athletic, hiking boots, clogs, boat-shoes, flip-flops or casual-style of sandals.
- B. *Body Art:* Any visible tattoo, brands, or other similar body decoration that is not covered when the employee is wearing Department-approved attire.
- C. *Bulk:* The distance the mass of hair protrudes from the scalp.
- D. *Capri pants ("capris"):* A style of pants designed to end mid-calf or just below the calf of the leg.
- E. *Conservative:* Traditional in style, not showy, revealing or in accordance with extreme trends. Generally conservative office clothing is solid in color or subtle patterns (e.g. pin-striping for a suit) and traditional in texture and materials (e.g. cotton, wool, silk, polyester). Visible clothing consisting of denim, spandex, leather (real or synthetic), or latex may not be worn unless issued by the Department. These restrictions are not intended for winter coats (e.g. leather jacket) to and from work; however it should be removed while on-duty.
- F. *Culottes:* A split, or divided skirt.
- G. *Dress style shirt:* A dress style shirt refers to a traditional front button shirt, either short-sleeved or long-sleeves, with a collar (button down, or not), and suitable for wear with a tie.
- H. *Mid-ear:* Halfway between the top and bottom points of attachment of the ear to the head.
- I. *Natural in color:* Hair colors that exist without the aid of dyes or additives (e.g. blonde, brown, black, auburn).
- J. *Polo style shirt:* A polo style shirt refers to a traditional knit sports shirt, with a front button placket and a collar.

K. *Skort*: A pair of women's shorts with a flap of fabric in front to give the appearance of a skirt.

L. *Visible*: Perceptible to the eye.

III. PROCEDURE

[26.1.1]

A. Personal Appearance of Hair, Nails, and Cosmetics

1. Male Employees

- a. Hair shall be clean, combed, styled neatly, and of a natural color, keeping with a professional, conservative, business-type atmosphere.
- b. Hairstyles shall not extend below the collar.
- c. Wigs conforming to policy standards are authorized.
- d. Facial Hair

- 1) While in a plainclothes assignment, employees may wear goatees, mustaches, sideburns or beards, but they must be kept neatly trimmed. Goatees and beards will be no longer than one-half inch.
- 2) While in a uniformed assignment:
 - a) The face shall be clean-shaven with exception of a mustache. The mustache will not extend below the top of the upper lip, nor below the horizontal line formed by the corners of the mouth, nor more than one-quarter inch beyond a vertical line drawn at the corner of the mouth. It shall be neatly trimmed.
 - b) Sideburns will not extend past mid-ear and shall end with a clean shaven horizontal line.
- 3) Employees who have a medical condition that prevents shaving (i.e. pseudofolliculitis barbae [PFB], pili incarnate, etc.) shall provide physician's documentation requesting a shaving waiver. This document will be provided to the Department's Support Services Division Commander, or his designee, and shall be reviewed annually for continued status. If the condition is temporary (less than a year), the physician should provide the timeframe during which the waiver should be in force.
- 4) Uniformed personnel authorized to have beards due to a shaving waiver shall keep beards trimmed to one-quarter inch, or less, in length. Additionally, uniformed personnel shall not shape/style facial hair, and those who choose to shave any part of their face or neck after receiving a shaving waiver from their physician will be required to comply with Section III.A.1.d.2).
- 5) In compliance with OSHA CFR-29, Section 1910.134(g)(1)(i)(A), supervisors shall not permit respirators to be worn by employees who have facial hair that comes between the sealing surface of the facepiece and the face, or that interferes with the valve function of the respirator. Supervisors shall not assign officers with shaving waivers that have not been fit-tested with their issued protective mask to duties or operations in which the officer would have a reasonable expectation to don their protective mask/respirator.
- 6) Bureau Commanders have the authority to require that an officer's facial hair be shaved, if it interferes with the fit of a protective mask during an operational emergency. A fit test of the mask seal may be required of the officer.
 - a) Protective mask fit tests will be performed by designated personnel. The

Department's officer in charge of Workman's Compensation coordination will maintain a list of those personnel who can perform protective mask fit tests.

- e. Fingernails shall not be decorated or extend beyond the fingertips.
- f. When in uniform (Also: ADM-520 Issuance & Wearing of Uniforms & Equipment):
 - 1) The bulk or length of hair will not interfere with the normal wearing of police headgear when required in the performance of duty and shall not show from under the front edge of the police headgear. The back of the hair shall be neatly tapered, rounded or boxed.
 - 2) Officers may only wear cosmetics when prescribed by a physician to address physical disfigurement. Officers are required to follow the procedures outlined in section III, A, 2, c.

2. Female Employees

- a. Hair shall be clean, combed, styled neatly, and of a natural color, keeping with a professional, conservative, business-type atmosphere.
- b. Wigs conforming to the hair standards of this policy are authorized.
- c. Cosmetics shall be applied in good taste so that the colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate.
- d. Fingernails shall be trimmed so as not to interfere with an employee's assigned duties.
 - 1) Fingernails shall be kept clean.
 - 2) Nail polish must be of the same type and of a single solid color on all nails.
 - 3) French manicures are authorized.
- e. When in uniform (Also: ADM-520 Issuance & Wearing of Uniforms & Equipment)
 - 1) The bulk or the length of hair will not interfere with the normal wearing of police headgear required in the performance of duty and shall not show from under the front edge of the police headgear.
 - 2) Hairstyles shall not extend below the bottom of the collar whether worn up or down while in uniform.
 - 3) "Pony tails", braids or "pig tails" will not be worn. They could be grabbed during a physical confrontation ("cornrows" are permitted).
 - 4) Officers may wear a maximum of two barrettes, similar to the individual's hair color to pin up hair. Conspicuous pins, barrettes and combs are not authorized.
 - 5) Officers' fingernails shall not extend more than one-quarter inch beyond their fingertips.
 - 6) Long false eyelashes shall not be worn.

B. Wearing of Jewelry

- 1. Plainclothes and non-sworn female employees may wear no more than two pairs of conservatively styled earrings (hoop and hanging earrings shall be one-inch or less in diameter) while on-duty. No other facial ornamentation may be worn while on-duty (e.g. mouth piercings, tongue rings, etc).

2. Male employees are prohibited from wearing any type of earring or facial ornamentation while on-duty.
3. Bracelets, necklaces and rings may be worn if they do not interfere with the employee's assigned duties, cause a safety problem, or cause disruption to fellow employees.
4. Visible jewelry items not explicitly discussed in this policy are prohibited, unless approved by the appropriate Assistant Chief of Police.
5. Exceptions may be permitted for Organized Crime Division detectives due to undercover duties, with approval through the OCD Commander.
6. When in uniform:
 - a. Female officers are authorized to wear centered on the lower earlobe, one small, spherical, conservative, gold or silver pierced/clip earring (one earring per ear).
 - 1) Earrings shall be no larger than 6mm (approximately one-quarter inch).
 - 2) Earrings should fit tightly against the ear without extending below the earlobe, with the exception of the connecting band on clip earrings.
 - 3) Earrings worn in each earlobe must match.
 - b. No other facial ornamentation will be worn, with the exception of earrings (as described above) for female officers (i.e. tongue rings and other mouth piercings.)
 - c. Only one ring may be worn per hand, plus a wedding ring and/or engagement ring.
 - d. Necklaces shall not be worn outside of the collar.
 - e. Only one wristwatch and one bracelet may be worn.
 - f. Exposed ankle bracelets are not authorized.

C. Light-duty Assignments

Sworn police personnel assigned to light duty positions shall not wear their uniform while performing light duty functions. Their attire will be in accordance with section III, D of this policy.

D. Attire for Plainclothes Personnel

1. Sworn Employees:
 - a. While in plainclothes and in view of the general public, weapons should preferably be concealed from plain view, when possible, considering circumstance safety and public perception.
 - 1) The officer's badge must be prominently displayed on the officer's belt or hanging from a neck badge holder.
 - b. Employees are permitted to wear trench coats, top coats, and overcoats as weather conditions dictate. All other coats and jackets are prohibited. Exceptions may be granted in callback situations.

2. During working hours and/or court appearances, plainclothes dress for sworn (when not in uniform) and non-sworn employees shall be as follows:
 - a. Male employees shall wear conservative suits, blazers, or coordinated sports jackets with dress slacks, dress shirts and neckties, and appropriate dress shoes.
 - b. Employees who are issued jumpsuits, uniforms, or special safety equipment shall wear them as prescribed by their immediate supervisor or as detailed in applicable policy or SOP.
 - c. Acceptable work attire for female employees shall include conservative dresses, suits, pantsuits or coordinated jackets, slacks or skirts and blouse, and appropriate shoes.
 - 1) Skirts/dresses shall not be more than 3" above the knee. Conservative dress skort/culotte outfits may be worn if they adhere to the length restriction.
 - 2) Conservative Capri pants outfits may be worn outside of court if they are dressy, "business casual". Capris will not be tight, sports-style, and shall be mid-calf or longer.
 - 3) The wearing of denim (including colored jeans or pants with rivets), hot pants, leggings, tee shirts, sweat shirts, tank or tube tops, sweat/jogging suits or other casual attire is prohibited while on-duty.
 - d. Non-sworn employees may choose to wear the non-sworn uniform as set out in Section III.G. of this policy.
 - e. Clothing should be neat, clean, free of holes, and worn in the manner intended by the manufacturer.
 - f. The wearing of clothing in a provocative or lewd manner is prohibited.
 - g. Appropriate undergarments shall be worn at all times, in the manner intended by the manufacturer, and not be intentionally visible through or outside of an employee's clothing.

3. Exceptions

Supervisors may exempt employees, based on the nature of their assigned duties, from Section III requirements, with the approval of the appropriate Assistant Chief of Police. Exemptions shall only be valid during such time as the employee is performing those duties or special assignments that preclude the wearing of normal business attire.

NOTE: Polo style shirts for sworn employees will have the NNPD badge embroidered on the left breast of the shirt and may also have the unit name embroidered in the same area as the badge.

- a. When responding to a callback situation, males may wear a polo type shirt or dress style shirt in lieu of a tie.
- b. From Memorial Day to Labor Day, sworn employees working in plainclothes assignments may wear the polo-style shirt set out, or a dress style shirt with no tie.

E. Training Attire

When Department employees (sworn or non-sworn) are attending or instructing training at the Newport News Police Training Academy (NNPTA), or any other facility or venue, the following standards shall apply:

1. Student Attire

The head training instructor shall determine what is considered appropriate dress for the specific environment and type of training taking place.

- a. NNPTA training classes shall post the appropriate attire for the class in the classroom announcement disseminated prior to the date of training;
- b. If the attire for a class is not specified, sworn officers shall have the choice of wearing:
 - 1) The Department-issued training uniform (which should be worn for all physical skills training, unless otherwise specified); or
 - 2) Court Attire.
 - 3) Non-sworn employees will wear either the approved Department uniform, or appropriate business attire, as set out in Section III.D.
- c. The training instructor conducting any NNPTA class shall have the authority to request that a participant either change their clothing, or reschedule the training class if the employee wears clothing that is deemed by the instructor to be disruptive to the class, or a danger to the safety of the individual.
 - 1) The employee's supervisor will be notified of any such request on the part of the training instructor.
 - 2) Any disputes arising from such a request from the training instructor shall be resolved by the NNPTA director, or designee.

2. Instructor Attire

Department employees instructing a class at the NNPTA, or some other venue, have the following options:

- a. Court Attire (Section III.D.1, 2); or
- b. Any Department-approved uniform (with the exception of shorts).

3. Special Circumstances

- a. Active Skills Training (i.e. "ground attire") – Authorized as set out above. Clothing worn:
 - 1) Shall be clean and in good condition, and shall not include items such as: muscle shirts, tank tops, tube tops, halter tops, or items of a similar nature.
 - 2) Will not display any language or graphic design that could offend other employees.

F. Body Art

1. Unauthorized Body Art – The following body art is prohibited, regardless of visibility:

- a. *Extremist* – Body art affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities, including those advocating racial, gender, ethnic hatred or intolerance, or illegal discrimination based on race, color, gender, ethnicity, religion, sexual or gender orientation, or national origin and/or body art advocating violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.
- b. *Indecent* – Body art grossly offensive to modesty, decency, propriety, or professionalism.

- c. *Sexist* – Body art advocating a philosophy that degrades or demeans a person based on gender.
 - d. *Racist* – Body art advocating a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
 2. Body art locations
 - a. The following visible tattoos, brands or other body art are prohibited:
 - 1) On the head, face, neck, or scalp (to include ears), except cosmetic body art (e.g. eyeliner, eyebrows, & lips) that is natural in appearance.
 - 2) On the hands, fingers, or wrists (below the wrist bone), except ring body art below the finger joint nearest the base of the finger (Attachment B) with no more than one instance of ring body art on each hand.
 3. Authorization of Body Art – Authorization of body art is required, as set out:
 - a. Prospective Employees - The Recruiting Division is responsible for ensuring that prospective employees' body art is acceptable as set out in this policy. Employment packages will include the information on any body art of the applicant, as set out in Section III.F.4.
 - b. Body Art (New) - Employees are required to have authorization prior to the addition of any new tattoos/body art.
 - c. Visible Body Art (Existing prior to 08/19/2016 policy publication) – Employees are required to have authorization prior to exposing any visible tattoos/body art.
 4. Authorization Process
 - a. The employee will submit the following to their immediate supervisor:
 - 1) Body Art Acknowledgement Form (NNPD Form #279E);
 - 2) An accurate drawing and/or photograph;
 - 3) The size;
 - 4) Where on the body it will be located; and
 - 5) The meaning or representation of the body art; if applicable.
 - b. The employee's immediate supervisor will electronically submit the above information through the chain of command to the Support Services Division Commander.
 - c. The proposed body art will be reviewed by the Chief of Police for final determination. (NNPD Form #279 for prospective employees, NNPD Form #279E for employees).
 5. Body Art Committee (BAC)

The BAC will consist of at least one member of Command Staff (who shall serve as Committee Chair), one first line supervisor, one non-sworn member, one patrol member, one member of the Gang Unit, and two community members. This committee may be assigned by the Chief, or his designee, with a term of at least two years. Members will be replaced as necessary.

 - a. The BAC Members will be e-mailed the information regarding the body art in question.
 - b. Members will make their recommendation to the Chair within three business days to either approve or disapprove the body art based on policy guidelines.

- 1) A brief explanation supporting disapproval will be given.
 - 2) The BAC Chairperson will forward the majority recommendation of the BAC members to the Chief of Police, or his designee.
6. The final determination regarding the acceptability of a particular piece of body art will be made by the Chief of Police, or his designee. If not approved, employees and prospective employees must sign NNPD Form #279 for prospective employees or NNPD Form #279E for employees acknowledging the policy, and agreeing to cover said body art.
 7. Mutilation of body parts, including (but not limited to) tongue bifurcation (splitting), and ear gauging (enlarged holes in the lobe of the ear) is not authorized.

G. Non-sworn Uniform

Non-sworn personnel have the option of wearing Department-approved items purchased with personal funds. The uniform will consist of items purchased from a Department-approved vendor (Addendum A). Another brand may be used provided the items meet the specifications.

1. All shirts, sweaters and jackets will have the City seal embroidered on the left breast, and "Police Department" in the same area, by a Department-approved embroiderer (at the wearer's expense).
2. Outer coats worn with the non-sworn uniform do not have to be from the Department-approved list.
3. Pants will be pleated or plain front chino pants in navy blue, black or khaki.
4. Shoes – The following specifications will be adhered to for shoes worn with the non-sworn uniform:
 - a. Covered toe, flat shoes;
 - b. Tennis shoes will not be worn; however, Rockports (or a similar style) may be worn.

NOTE: Information Technology and Logistics Units personnel who perform field work may wear navy blue utility (cargo) pants. Non-sworn personnel who are no longer issued uniform shirts may wear previously issued items until they need to be replaced, at which time the replacement items will meet the requirements set out herein. Non-sworn personnel whose uniforms are currently purchased by the Department shall also adhere to the stated uniform standards.

Steven R. Drew
Chief of Police

ADM-230 Grooming & Appearance Standards

Addendum – A "Approved Clothing & Department-Approved Vendor"

Suggested Vendor: LandsEnd (http://business.landsend.com)			
MEN			
	Item (OR SIMILAR)	Accepted Colors	Item # (PICTURED ITEMS)
	Short-sleeve Banded Mesh Polo Shirt	Navy, Light Blue, White, Khaki	Regular: 029373CX0 Tall: 029374CX5 Big: 029376CX4 Big & Tall: 029377CX9
	Long-sleeve Mesh Polo Shirt	Navy, Light Blue, White, Khaki	Regular: 029396CX1 Big: 029397CX6
	Thermacheck 200 Jacket	Black, Navy	Regular: 383291CX8 Big: 383292CX2
	Pleated Front Blended Chino Pants	Navy, Black, Khaki	Regular: 176819CX8 Big: 203138CX9
WOMEN			
	Short-sleeve Pima Polo Shirt	Navy, Light Blue, White, Khaki	Regular: 426597CX2 Plus: 426598CX7

	<p>Long-sleeve Pima Polo Shirt</p>	<p>Navy, Light Blue, White, Khaki</p>	<p>Regular: 426595CX3 Plus: 426596CX8</p>
	<p>Short-sleeve Performance Twill Shirt</p>	<p>Navy, Light Blue, White, Khaki</p>	<p>Regular: 393549CX5 Plus: 393551CX2</p>
	<p>Long-sleeve Performance Twill Shirt</p>	<p>Navy, Light Blue, White, Khaki</p>	<p>Regular: 393546CX1 Petite: 393547CX6 Plus: 393548CX0</p>
	<p>Rayon/Nylon V- Neck Cardigan</p>	<p>Black, Navy</p>	<p>Regular: 317962CX1 Petite: 317963CX6 Plus: 317964CX0</p>
	<p>Classic Straight Boot Cut Pants</p>	<p>Navy, Black, Khaki</p>	<p>Regular: 195209CX8 Petite: 195210CX0 Plus: 195211CX5</p>

	<p>Plain Front Traditional Chino Pants</p>	<p>Navy, Black, Khaki</p>	<p>Regular: 176814CX5 Plus: 176816CX4</p>
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Addendum – B Body Art

Section III.F.2.b. 1) regarding placement of ring body art:

