

	Administrative General Order	1.06 Grooming and Dress Standards	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> <b>Chapter 1 – Organization and Command</b>		<b>06/18/2018</b> ORIGINATOR/REVIEW Chief's Staff
	DISTRIBUTION	CALEA: 26.1.1	
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

**Purpose**

To establish grooming standards for all Personnel and dress standards for non-uniformed personnel. Dress Standards for Uniformed personnel are delineated in a separate Uniform Manual.

**Policy (CALEA 26.1.1)**

Members of this Department represent the City of Virginia Beach and the Virginia Beach Police Department. In order to facilitate a positive esprit de corps and professional image, all Department members shall adhere to the standards set forth herein regarding personal grooming and appearance.

1. Members shall present a neat, clean, and professional personal image to the general public.
2. All members of the Department shall adhere to this policy, except those members specifically exempted by name and in writing. Requests for an exemption shall be made to the Department member’s Division Commander, via their chain of command. Sworn members attached to Special Investigations should refer to their General Orders.
3. Wearing of the uniform shall be governed by the Department’s Uniform Manual
4. Religious Exemption: The Police Department complies with Title VII of the Civil Rights Act of 1964. In accordance therewith reasonable accommodations shall be made to this policy if sincerely held religious beliefs require modification to General Order 1.06, unless doing so causes an undue burden upon the department. To request an accommodation, exception or waiver of General Order 1.06 due to religious beliefs, a written request detailing the sincerely held religious belief must be submitted through the appropriate Chain of Command, via the Officer of Internal Affairs to the Chief’s Office. The Chief of Police will be the ultimate decision maker with regard to the request for accommodation.

**Grooming Standards**

The personal grooming of Police Department members, while on-duty or wearing a Department issued uniform shall be according to the following standards:

**Hair – Male Personnel**

Hair must be neat, clean, and well groomed. The back of the hair shall be neatly tapered, rounded or boxed, shall not be worn below the top of the shirt collar at the back of the neck, and shall not cover the outer edge of the ear. Hairstyles and the bulk of the hair will not interfere with the proper wearing of departmental issued headgear, protective facemasks or other equipment. The hair on the forehead shall not visibly protrude from under the headband of issued headgear. Extreme or unusual hairstyles and unnatural human

hair colors are prohibited. Ponytails, plaited or braided hair shall not be worn while in uniform or in a duty status. If parted, only one (1) cut, clipped or shaved natural, narrow, front-to-back part is authorized.

Wigs or hairpieces are permitted only if they conform to the standards set forth herein for natural hair.

Sideburns shall be neatly trimmed, shall be of even width (not flared), shall end with a clean-shaven horizontal line, and may extend downward to the lowest part of the earlobe.

Visible hair accessories are prohibited. This includes, but is not limited to: pins, barrettes, decorative items, rubber bands, hair combs, etc.

### **Hair – Female Personnel in Uniform**

Hair must be clean, neat, and well groomed. Hair shall not be worn longer than the bottom of the shirt collar at the back of the neck when standing with the head in normal posture. Hairstyles and the bulk of the hair will not interfere with the proper wearing of departmental issued headgear, protective facemasks or other equipment. The hair on the forehead shall not visibly protrude from under the headband of issued headgear. Extreme or unusual hairstyles and unnatural human hair colors are prohibited. If hair is braided in order to conform to the length standards set forth herein, braided hairstyles shall be conservative. If multiple braids are worn, braids shall be of uniform dimension, and tightly interwoven to present a neat and professional appearance. Ponytails, pigtails, widely spaced individual hanging locks and braids that protrude from the head are not authorized.

Wigs or hairpieces are permitted only if they conform to the standards set forth herein for natural hair.

Barrettes and hair bands may be worn. They must match the wearer's hair color and not protrude from the hair or interfere with the wearing of the uniform hat.

### **Hair – Female Personnel in Civilian Attire**

Hair must be clean, neat and well groomed. Extreme or unusual hairstyles and unnatural human hair colors are prohibited.

Wigs or hairpieces are permitted only if they conform to the standards set forth herein for natural hair.

### **Facial Hair – Male Personnel**

Mustaches shall be neatly and closely trimmed at all times and shall not extend over the lip-line of the upper lip or beyond or below the corner of the mouth. The ends of the moustache may not be twisted or waxed.

Full beards, goatees, or other growths of hair below the lower lip, on the chin, or jawbone area are prohibited.

Except for the mustaches and sideburns permitted by this order, all members shall be clean-shaven.

### **Earrings – Male Personnel**

Wearing earrings while on-duty is prohibited.

### **Earrings – Female Personnel**

Only stud earrings may be worn by female officers. Earrings are not to exceed ¼” in diameter, and only one earring may be worn in each ear. If worn, earrings shall be in both ears.

### **Body Piercing**

Other than those restrictive standards set forth within this policy with regard to sworn female officers and the wearing of earrings, all sworn members and other uniformed personnel are prohibited from wearing any other visible body piercing jewelry while on duty.

### **Tattoos**

Visible tattoos, brands and body art on the head, face, tongue, neck, scalp, or hands (wrist bone to finger tips) are not authorized. Such visible markings elsewhere on the body that are prejudicial to good order, discipline and professionalism or are of a nature to bring discredit to the department are prohibited. Visible tattoos, body art, and brands that are sexually explicit, depict anatomically correct nude images, incorporates profanity, or that advocate or symbolize gender, racial, religious, ethnic or national origin discrimination are prohibited; in addition, visible markings that advocate or symbolize gang affiliation, racial supremacy, extremist groups or drug use are likewise prohibited.

The following exemption applies:

- A tattoo, brand, or body art to represent a “wedding band” on a single finger will be allowed but cannot exceed past the first knuckle of the finger.

### **Body Mutilation**

Intentional mutilation of any visible part of the body, while on duty, is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, tongue, neck, scalp, legs, arms, and hands for the purpose of and or resulting in an abnormal appearance. Examples include: a split or forked tongue, enlarged or stretched out holes in the ear or lips (gauges), foreign objects inserted under the skin to create a design or pattern for cosmetic reasons unrelated to reconstructive surgery or prosthetic treatment, intentional scarring, and abnormal shaping of the ears, eyes, or nose.

### **Dental Ornamentation**

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

### **Fingernails**

#### **Men**

Fingernails shall not exceed past fingertips and shall be kept clean.

#### **Women**

Fingernails shall be kept clean. Nail polish may be worn but colors shall be conservative and compliment the skin tone. While in uniform nails shall not be decorated or embossed with designs or like ornaments.

**Dress Standards for Non-Uniformed Personnel**

Personnel not required to wear a uniform shall dress in accordance with the dress standard of the particular organizational component to which they are assigned. Members are to present a neat, professional appearance at all times, and are required to wear clothing that supports the professional image of the Department. The following provides guidance as to which types of clothing are considered appropriate, conditionally appropriate, and inappropriate:

**Appropriate Attire****Women**

- Business Suits;
- Dresses (appropriate business style);
- Jumpers;
- Slacks;
- Jackets;
- Blouses;
- Sweaters;
- Vests;
- Blazers;
- Skirts

**Men**

- Business Suits;
- Sports coats;
- Slacks;
- Blazers;
- Collared Shirts;
- Sweaters;
- Vests;
- Neckties

**Conditionally Appropriate - temporarily approved by the employee's supervisor for a business-related purpose:**

- Sweat pants, sweat shirts, and T-shirts;
- Tennis shoes;
- Denim jeans of any type;
- Shorts apparel

**Inappropriate**

- Clothing that is soiled, excessively tight or baggy, or contains holes or patches
- Clothing with obscenities, words, or pictures that could be construed to be offensive to either gender, religious beliefs, or any race or nationality
- Tops - low cut, revealing necklines, bare midriffs, shoulders or backs
- Tank tops, halters, spaghetti straps
- Leggings or yoga pants
- Wind, track, or sweat suits
- Flip flops - rubber shower shoes

- Transparent clothing, exposed undergarments
- Hemlines more than three inches above the top of the knee
- Clothing with school, sports, corporate, or business logos other than that of the clothing manufacturer or City of Virginia Beach departments.

### Office-Acceptable Jeans

This section applies to civilian administrative employees who do not wear a department issued uniform or receive a clothing allowance from the Virginia Beach Police Department. It also sets forth the days and the conditions under which office-acceptable jeans can be worn to work.

1. Definitions:
  - a. Office-acceptable jeans are defined as dark or colored denim that is **NOT** distressed, cut off, ripped, paint-splattered, skintight, excessively baggy, sequined, bedazzled, faded or frayed, and does not contain cutouts, holes or patchwork. Please refer to the illustration at the end of this policy for clarification.
  - b. Office-acceptable tennis shoes or sneakers are defined as clean and in good repair.
  - c. Footwear is still guided by the Department Dress Code Policy.
  - d. Every Friday will be considered a “Dress-Down Day,” for which any office-appropriate blouse or collared shirt worn with office-acceptable jeans and/or tennis shoes is permitted.
2. The Chief of Police may, from time to time, designate other days as Spirit Days or Dress-Down Days in the interests of employee morale.
3. The following exceptions apply to the jeans policy:
  - a. In the case of any scheduled meetings, trainings or other work commitments involving the general public, outside business representatives, board members or government employees outside the department, good judgment in choice of attire is expected. This would normally mean wearing business dress attire that day.
  - b. Individuals employed in areas where safety equipment or other uniform or dress considerations are in place due to Occupational Health and Safety Standards or other business-related reasons must adhere to those safety standards deemed appropriate by their supervisor. This may preclude the wearing of jeans or tennis shoes.
  - c. A supervisor may direct that a specific “dress down” day be cancelled due to the need for more formal attire on that day (for example: City Council Members visiting the building).

Acceptable	Not Acceptable
Dark Denim	Denim Leggings/Jeggings
Straight Leg	Distressed Denim
Boot Cut	Cutoff Denim with Cutouts
Denim Trousers	Bedazzled/Sequined Denim
Corduroy	Skinny/ Skintight Jeans
Wide Leg/Sailor Jeans	Paint-splattered Jeans
	Printed Denim

**\*Based on departmental goals and functions, other types of jeans may be determined to be unacceptable. Such distinctions will be at the discretion of the Department Supervisor. See examples below:**

