	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>06/15/2021</b> ORIGINATOR/REVIEW Chief's Staff
	DISTRIBUTION		
ALL			
BY THE AUTHORITY OF THE POLICE CHIEF: <i>PWN</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**

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 Internal Affairs Bureau to the Chief’s Office. The Police Chief 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.

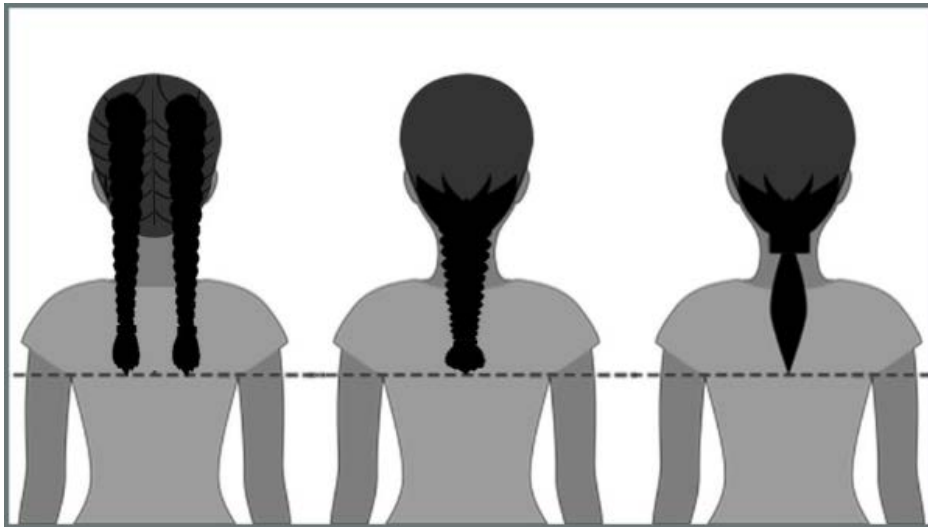
### **Hair – Female Personnel in Uniform**

Hair must be clean, neat, and well groomed. Hair styles not mentioned below 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.

**Hair** will be neatly and inconspicuously fastened or secured in either a bun, single ponytail, two braids or a single braid. Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail and shall not be longer than the bottom of the shoulder blade.

The only **exception** will be events that require the class A uniform with **long sleeve shirt, hat, and tie**. During these events' 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.

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.



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

**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, worn without a beard, 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.

Beards must be neatly trimmed and remain above the neckline and cannot exceed 1/4 inch in length. Goatee hair cannot extend more than 1 inch from the corner of the mouth or more than 1.5 inches below the chin and cannot exceed 1/4 inch in length.

All facial hair must appear natural in color. The hair must present a professional appearance and no special designs or custom trims are permitted.

If an officer desires to grow facial hair beyond a mustache or sideburns they must submit a memo to their supervisor for routing and approval through the chain of command. This shall be documented in the officer's personal file at the precinct.

Employees with facial hair must have a shaving kit readily available to enable the employee to quickly remove facial hair in the event they are required to utilize a self-contained breathing apparatus or gas mask.

Members who are required to obtain an annual fit test *shall be required* to shave any facial hair that would interfere with the standards set forth by CVB Occupational Health and Safety. After testing, the VBPD member will be permitted to regrow their facial hair

Police Recruits will be required to remain clean shaven for the duration of the academy and their PTO training phase.

If an officer believes they need a reasonable accommodation due to a disability, they should advise their supervisor who will coordinate with Occupational Safety and Health Services (OSHS) to obtain necessary medical information including applicable restrictions for HR/Employee Relations to begin the integrative process.

**Supervisors' Responsibilities:** The department's facial hair policy shall be strictly enforced. Supervisors shall ensure that employees conform to this policy. If a supervisor suspects an employee is not within the stated guidelines the supervisor shall discuss the issue with the employee in private. If a measurement is needed it shall be conducted at a private location by having the employee measure the bulk of the hair without any manipulation. If needed the supervisor should request measurements in several different locations. If the employee refuses to measure the length or appears to be deliberately misleading the supervisor their permission to grow facial hair will be rescinded beginning the next duty day.

If a violation is confirmed it shall be documented and handled appropriately.

**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 two earrings may be worn in each ear in the lower ear lobe. 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 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. Restrictions on the location of tattoos, brands, or body art are detailed below.

Tattoos, brands, and body art on the head, face (to include ear, lip, eyelids, etc.), scalp, and neck are generally prohibited with the exception of cosmetic tattoos (eyeliner, eyebrows, and lips) are authorized if they are natural in appearance.

Tattoos, brands, and body art on the hand (from fingertips to the wrist bone) will be highly scrutinized. And must meet the below criteria:

1. No tattoos, brands or body art will be authorized on the palm of the hand.
2. Tattoos, brands, or body art on the back or side of the hand or fingers may not cover more than 50% of the total surface area.

All police applicants must submit pictures, along with their Personal History Questionnaire (PHQ) of any tattoo, brand, or body art that cannot be covered by a short-sleeved t-shirt and shorts Tattoos will be reviewed for compliance with policy.

Any department member hired prior to the approval of this policy, who wishes to obtain a new tattoo, brand, or body art on the hand area outlined above, must comply with the established acceptable tattoo criteria as stated. Failure to comply with the regulations as set forth, is a violation of orders and subject to disciplinary action up to and including termination.

**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 scaring, 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 and will not exceed a nail length of 1/4 inch as measured from the tip of the finger. Nail polish may be worn, but colors shall be conservative and complement the skin tone. Extreme colors and nail shapes, such as a coffin, ballerina, and stiletto nails, are prohibited. Unauthorized pigments include, but are not limited to, purple, blue, bright pink, green, orange, bright red, and fluorescent or neon colors. All fingernails must be the same color with the exception of a traditional French manicure. Nails shall not be decorated or embossed with designs or like ornaments, this applies to all sworn personnel and other uniformed personnel.

**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;
- Tops and Dresses (appropriate business style; must be a minimum of two inches wide on the shoulders)
- Jumpers;
- Slacks;
- Jackets;
- Blouses;
- Sweaters;
- Vests;
- Blazers;
- Skirts
- Legging may be worn if they are opaque and worn with a dress, skirt, or shirt that falls at least fingertip length.
- Capri pants that are mid-calf length and professional in style. (cargo pant style is not authorized)

**Men**

- Business Suits;
- Sports coats;

- Slacks;
- Blazers;
- Collared Shirts;
- Sweaters;
- Vests;
- Neckties

**Men or Women may choose to wear Black or single colored dark tennis shoes with no logos (or blacked out logos) for everyday wear.**

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

- Sweatpants, sweatshirts, 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 (tops and dresses must be a minimum of two inches wide on the shoulders)
- 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.
- Non issued Cargo pants
- Hoodie type sweatshirt

### **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/faded, 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, Saturday, and Sunday 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 Police Chief 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:**

