



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

GENERAL ORDER: 4-20 GROOMING AND PERSONAL APPEARANCE

DATE: 7/15/2020 Pages: 2 ◇ New ◆ Amended

DISTRIBUTION: All Employees

Police Chief: John Fitzgerald

I. POLICY

Chevy Chase Village Police Department personnel shall be well-groomed.

II. PURPOSE

This General Order establishes grooming and personal appearance guidelines for on-duty personnel.

III. APPEARANCE

A. All Personnel

At all times when on duty, unless expressly authorized by the Chief of Police or his designee, all Department members shall be well-groomed and clean in their person.

1. Hands

Fingernails shall be trimmed not to exceed 1/4” from the end of the finger and free of dirt. Female employees may wear conservative polish or coating on their fingernails.

2. Eyebrows

Eyebrows shall be well-groomed to remain in the area defined by the natural hairline.

3. Jewelry

Personal jewelry shall be held to a minimum. Bracelets and visible necklaces will not be worn with the uniform, with the exception of medical alert type bracelets.

4. Sunglasses may be worn. The frames must be black or dark brown in color. Gaudy or colorful frames and lenses are prohibited. Sunglasses shall be removed when speaking to the public or traffic violators.

5. Tattoos

The following visible tattoos are prohibited:

- Those on the face, head and neck.
- Those that are gang-related.

- Those that are insensitive or offensive to a reasonable person due to their references to race, gender, religion, sexual orientation, nationality, violence, profanity, or other subject matter.
- Those that indicate, to a reasonable person, that the officer may be biased in some way.

B. Male Officers

1. Hair

Hair shall be combed or brushed in such a manner that it does not protrude over two inches in a perpendicular line from the scalp and shall be gradually tapered to the sides in such a manner that the ear lobe is visible and not covered by hair when viewed from the front, side, and rear. Hair shall be evenly trimmed at all times. Hair in the back of the head shall be trimmed in such a manner that it does not extend over the shirt or uniform collar while standing in normal posture. While the officer is on duty, his hair shall not be worn in pigtails, ponytails, or drawn together and pinned. Wigs or hairpieces in any natural hair color may be worn if they conform to the guidelines of this regulation.

2. Sideburns

Sideburns shall not extend below a horizontal line drawn from the lowest portion of the ear. They must be trimmed in such a manner that the ear is visible from the front and that the width of the sideburns does not exceed the area defined by the natural hairline. Sideburns must be trimmed so that they are closely cropped/trimmed to the skin (no thicker than 1/8”) and must have clearly defined edges.

3. Mustaches

Mustaches must be trimmed so that the upper lip of the officer is visible when viewed from the front and must have clearly defined edges. Mustaches must be trimmed so that they are closely cropped/trimmed to the skin (no thicker than 1/4”) and they must not extend beyond

1/4" below or beyond the upper lip. Mustaches must not be waxed or otherwise treated to extend them beyond the natural hairline.

4. Male personnel may not wear earrings.

5. Beards

Beards are permitted only if they are very short and closely cropped/trimmed (no thicker than 1/8") and with clearly defined edges. No growth is permitted below the lower jaw line or on any part of the neck. Beards must not interfere with the officer's ability to achieve a tight air seal with issued respirators or gas masks.

C. Female Officers

1. Hair shall be arranged in such a manner that it does not extend over the shirt or uniform collar while standing in normal posture. Hair styles used in accomplishing this goal shall permit the proper wearing of issued headgear. Wigs or hairpieces in any natural hair color may be worn if they conform to the guidelines of this regulation.
2. No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins barrettes or ties.
3. Female officers may wear one pair of earrings that do not extend beyond/outside the natural line of the earlobe.

D. Other Public Safety Employees

1. Public Safety Employees who are not, because of their assignment, required to wear a uniform, will dress in a manner that reflects a professional appearance.
 - During weekday business hours (8am-5pm) and during monthly Board Meetings, casual business attire is the minimum requirement.
 - During overnight hours and on weekends when the Village Hall is closed to the public, jeans (clean with no holes) are permitted.

Specifically, casual business attire means:

a. **Men:**

1. Long pants (no jeans) with a fastened belt. No lettering or graphics on pants are permitted.
2. A collared shirt (e.g. polo or button-down); shirts must be tucked in. No lettering or graphics are permitted except

the employee's name and/or an approved reference to Chevy Chase Village.

3. Sweaters and vests are appropriate.

b. **Women:**

1. Office-appropriate long pants, skirts or dresses.
2. Office-appropriate tops/blouses. Sweaters (cardigan, crew neck or v-neck) are permitted.

c. **Men and Women**

1. Office-appropriate shoes (e.g. no flip-flops, etc.) are required.
 2. Hooded sweatshirts are not permitted.
2. Grooming standards for these employees will be the same as those for uniformed police personnel.

This directive voids the previous version dated 7/9/2015.