

Title: 2.05 Personal Hygiene

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Policy:

It shall be the responsibility of all personnel of this Police Department while on duty to meet the personal hygiene requirements and grooming standards as set forth in this policy. Personnel shall strive to present a neutral image, avoiding any tendency to call attention to themselves through any aspect of grooming, ornamentation or manner of dress that would be offensive to any segment of society.

Definitions:

A. Uniformed Personnel: Any person wearing the uniform that represents the Glens Falls Police Department.

B. Jewelry: Any item worn by personnel that is ornamental, religious or used as medical alert for specific problems.

C. Unauthorized Jewelry: Any jewelry that is oversized, gaudy or pretentious in appearance, representation

D. Excessive: That which would call attention to; unusual in appearance as to attract undue attention to; covering a large area; or obscene or offensive content.

Procedure:

1. Rules of Personal Hygiene for On Duty Personnel:

A. Shaving: Personnel shall not present an unshaven appearance.

B. Cosmetics: Cosmetics may be used, but shall not be so gaudy, pretentious or unusual in appearance as to attract undue attention.

C. Cleanliness: Members shall keep themselves clean and sanitary so as not to be offensive to others.

D. Fingernails: On-duty uniformed personnel and on-duty officers shall keep their nails trimmed so as not to extend more than 1/8" beyond the end of the finger and shall be rounded,

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i.e. not trimmed to a point. No ornament associated with the nails may be employed. No nail color may be worn if the appearance that results is gaudy, pretentious or unusual as to attract undue attention.

E. Tattoos: Any member(s) who have visible excessive tattoos shall cover such markings. Member(s) with excessive visible tattoos on the arm or forearm shall wear long sleeve shirts, or a black neoprene cover, that covers the tattoo(s). Tattoos on the neck area shall not extend above the shirt collar, or frontal area of an open shirt. Tattoos on the face or head are prohibited. Any member(s) who have visible excessive tattoos on the legs shall wear long pants, or a black neoprene cover, that covers the tattoo(s). When there is a question as to whether it is excessive it is the discretion of the Chief or his designee to make that determination.

2. Hair Regulations for Male Personnel:**A. When in uniform, the following shall apply:**

1. Mustaches: Mustaches must not extend below the upper lip line, or more than 1/2 " on either side beyond the vertical axis of the corner of the mouth. No handlebar, Fu Manchu or walrus type mustaches shall be allowed.

2. Beards and Goatees: Beards and Goatees are not permitted. The face shall be clean shaven other than the wearing of acceptable mustaches and sideburns.

3. Hair:

a) Hair must be neat, clean, trimmed and present a well-groomed appearance. Hair must not lap or curl over the top of the shirt collar when the Officer is standing with head held erect.

b) The acceptability of an officer's hair style shall be judged with head gear on and off. No officer shall be judged on hair style, except to the extent it is not in compliance with (3-d) herein, but in no case may the bulk or length of the hair interfere with the proper wearing of any authorized head gear.

c) Hair in front must be groomed so that it does not fall below the band of properly worn head gear and hair on the back and sides must not be compressed by the band so as to project outward from the head. Bushy hair which protrudes from the side or back when authorized head gear is worn is prohibited.

d) An officer may not adopt a hair style which requires special combing or treatment in order to meet standards for a brief period only, i.e. inspection. Acceptability shall be judged on the basis of the manner in which the officer usually wears his hair while on duty in uniform.

4. Sideburns: Sideburns shall not extend below the bottom of the ear canal opening. Sideburns must be neatly trimmed and of uniform width from top to bottom. They must not

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give a bushy appearance. No flare or mutton chop sideburns are permitted. The sideburns must be cut parallel to the ground.

5. Wigs: Wigs may be worn, provided they comply with the above hair regulations.

6. Hair coloring: Hair coloring may be used, but natural colors only.

B. When in plainclothes assignment:

1. Mustaches: Mustaches must not extend below the upper lip or more than 1/2" on either side, beyond the vertical axis of the corner of the mouth. No Handlebar, Fu Manchu or Walrus type mustaches shall be allowed.

2. Beard and Goatees: Beards and goatees are not permitted. The face shall be clean shaven, other than the wearing of acceptable mustaches and sideburns.

3. Hair: Hair must be worn in conformance with existing contemporary standards provided that it shall be neatly trimmed and not extend below the top of the shirt collar.

4. Sideburns: Sideburns shall not extend below the bottom of the earlobe. Sideburns must be evenly tapered, neatly trimmed and of uniform width from top to bottom. The sideburns must be cut parallel to the ground.

5. Wigs: Wigs may be worn provided they comply with the above hair regulations.

6. Exceptions to any of the above may be made with the approval of the Chief of Police or his designee.

3. Hair Regulations for Female Personnel:

A. When in uniform, the following shall apply:

1. Hair must be neat, clean, trimmed and present a well-groomed appearance. Hair must not lap or curl over the top of the shirt collar when the Officer is standing with head held erect.

2. The acceptability of an Officer's hair style shall be judged with head gear on and off. No Officer shall be judged on hair style (except to the extent it is not in compliance with (3-d) herein), but in no case may the bulk or length of the hair interfere with the proper wearing of any authorized head gear.

3. Hair in front must be groomed so that it does not fall below the band of properly worn head gear, and hair on the back and sides must not be compressed by the band so as to project

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outward from the head, Bushy hair which protrudes from the side or back when authorized head gear is worn is prohibited.

4. An Officer may not adopt a hair style which requires special combing or treatment in order to meet standard for a brief period only (i.e., inspection). Acceptability shall be judged on the basis of the manner in which the Officer usually wears her hair while on duty in uniform.

5. Wigs may be worn provided they comply with the above hair regulations.

6. Hair coloring may be used, but natural colors only.

B. When in plainclothes assignment:

1. Plainclothes female personnel may wear their hair in conformance with existing contemporary standard provided that it shall be neatly trimmed and groomed.

2. Wigs may be worn provided they comply with the above hair regulations.

3. Exceptions to any of the above may be made with the approval of the Chief of Police or his designee.

4. Jewelry:

A. Members are not permitted to wear "Unauthorized Jewelry".

B. Uniformed personnel are not permitted to wear earrings while on duty.

C. Uniform personnel may wear no more than a total of three rings. Wedding and engagement rings shall be considered one ring.

D. Uniform personnel are not permitted to wear necklaces and chains that are visible while on duty.

5. Enforcement:

A. Shift Commanders or designees shall enforce all rules regarding personal hygiene and hair regulations.

B. Exceptions to these rules, except as herein provided, may only be allowed with approval from the Chief of Police or his designee.

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Authority:

A handwritten signature in black ink, appearing to read "G. Boisclair". The signature is fluid and cursive, with the first letter of each name being capitalized and prominent.

G. Joseph Boisclair
Chief of Police