

**Lower Providence Township Police Department  
Eagleville, Pennsylvania**

<b>General Order</b> <input checked="checked" type="checkbox"/> <b>Special Order</b> <input type="checkbox"/> <b>Personnel Order</b> <input type="checkbox"/>		<b>ORDER NUMBER</b>  <b>302</b>
<b>Subject</b> <b>Personal Appearance</b>		
<b>Date of Issue</b> <b>January 29, 2020</b>	<b>Effective Date</b> <b>January 29, 2020</b>	<b>Expiration Date</b> <b>Until Amended or Rescinded</b>
<b>Issued by:</b> <b>Michael Jackson, Chief of Police</b>		
<b>Amends</b>		<b>Rescinds</b> <b>All Previous Orders</b>
<b>Standard Number</b> <b>1.8.1</b>		
<b>Distribution</b> <b>1. General Order Manuals</b> <b>2. Records Manual</b> <b>3. Reading Verification to all Personnel</b>		

**I PURPOSE**

The purpose of this order is to establish regulations and responsibility for department policy in the personal appearance of all police personnel and provide uniformity of dress.

**II POLICY**

It shall be the policy of the department that every member, while on duty, shall always maintain a clean, neat and well-groomed appearance.

**III REGULATION**

- A. Uniform - A police officer's uniform identifies him/her as a representative of the department and is the first impression acknowledged by the public. The uniform shall be in good condition, clean, pressed, and buttoned at all times. The following guidelines shall be observed:
- Officers will report for duty in the complete uniform of the day.
  - Officers will not mix uniforms.
- The identification card shall be carried during the performance of official duties and shall only be displayed in connection therewith.
  - Shirts, collars, cuffs and pockets shall be buttoned at all times and clip-on ties properly adjusted when appropriate. The top collar button may be unbuttoned when a department authorized undershirt or turtleneck is worn under the long-sleeved uniform shirt. Short sleeve shirts (summer issue) shall be worn with the open collar, with the top button the only one left unbuttoned.
  - Shoes will be black, military style, polished, and in good condition. Buckle type shoes and loafers are not permitted. Leather, military-style boots are permitted and will be kept under the trouser leg at all times.
  - Leather goods will be clean, polished, and functional. They shall be plain black leather without "tooling." Gun belts shall be worn over a black pants belt.

5. Socks will be black or dark blue in color, unless worn under high-top boots.
6. The uniform hat will be of the type issued by the Department. Common sense shall determine situations when it would be safer to not wear the uniform hat while on duty. Hats will be worn in a military manner. The Chief, Lieutenant, Sergeants and Corporals shall display a gold hat badge and gold band on their uniform hats. All other personnel shall display a silver badge and silver hat band.
7. Badges and hat shields will be kept clean and worn on the cap and the outermost garment (rain gear excluded). Badges will be worn over the left breast.
8. Tie-tacs, if worn, shall be conservative and in good taste. The final determination as to what is conservative and in good taste shall rest with the Chief of Police or his designee.
9. Black gloves may be purchased and worn by officers if desired. Placing hands in pockets is both unsafe in practice and undesirable in appearance.
10. Undershirts, if visible, shall be black in color.
11. Issued name tags shall be worn on the outermost garment (raincoats excluded) centered over, parallel to, and touching the right pocket.
12. Commendations will be worn above the name tag and in an order established by the Chief of Police.
13. Uniformed personnel, while on duty, will be in the complete uniform. All officers on duty during a particular shift will be dressed alike. Adding or deleting parts of the uniform because of weather conditions or temperature changes will be at the discretion of the ranking supervisor on-duty at the time. All uniforms and parts thereof will be that which has been authorized by the Department. Exceptions to this rule shall be by special permission of the Chief of Police.

**B: Personal Hygiene**

All police department personnel will keep themselves clean, sanitary, and neatly groomed. In connection with this policy, the following regulations shall be observed:

1. Male personnel. All male personnel shall be clean shaven unless they elect to grow a beard or full goatee. Beards or goatees shall be continual, tidy and neatly trimmed. Designer beards, "chin strap" beards, and goatees without a mustache are strictly prohibited. Hair shall be neat and clean in appearance, properly trimmed and combed. Hair shall be worn neatly tapered in the back and on the sides and may extend down to the top of the collar. The bulk length shall not interfere with the wearing of the uniform hat by pushing it up. Sideburns will be no longer than the middle of the ear. The entire appearance will be in keeping with the quasi-military organization of the police department.
  - a. Mustaches shall be neat and trimmed at all times; ending on a straight line from the corners of the mouth. An extreme style will not be permitted by this department.
  - b. Command Staff has the ultimate say on whether your beard, goatee, or mustache meets department standards.
2. Any jewelry worn will be tasteful and conservative. Excessive amounts of jewelry will not be visible. The final determination as to what is conservative and in good taste and what is excessive shall rest with the Chief of Police.
3. Sworn personnel - Females. Female officers shall wear their hair in a manner which is consistent with reducing dangers that may exist with long, exposed hair. Hair should be either cut to shoulder length or tightly braided or in a bun or worn up and under the hat. When earrings are worn, they shall be the "post" type. They shall not be large or have dangling pieces. Rouge, lipstick, nail polish, or other make-up shall be used modestly. Conspicuous pins, barrettes, and combs are not authorized.

**C. Court Appearances**

1. Officers appearing in court shall dress in either business attire or the uniform of the day.

**D. Responsibility**

1. It shall be the responsibility of the Shift Supervisor to ensure compliance with this General Order by all personnel.

***Michael Jackson***

Michael Jackson  
Chief of Police

