

DUNCANVILLE POLICE DEPARTMENT REGULATIONS

SUBJECT: Personal Appearance	SECTION: 7.02
EFFECTIVE DATE: July 25, 2019	APPROVED:
AMENDS/SUPERSEDES: Reg. 7.02 ISSUED: November 3, 2016	Robert D. Brown, Jr. Chief of Police

I. PURPOSE

The Duncanville Police Department is a para-military organization demanding certain standards in the appearance of its members. This policy establishes these standards for both uniformed and non-uniformed personnel. The public forms their perceptions about the police to a large extent by how well they dress. Department members will, therefore, adhere to the standards enumerated within this policy always presenting a neat, clean, and professional appearance.

II. HAIRSTYLES AND FACIAL HAIR

A. Males in Uniform

1. The hair must be combed in an orderly manner and the grooming must be maintained under all but the most adverse conditions.
2. The hair will present a tapered appearance on the sides and back of the head. The length and/or bulk of the hair will not present a ragged, unkempt, or extreme appearance.
3. The "block cut" in the back is permitted as long as a tapered appearance is maintained.
4. When combed, the hair will not fall over the ears or touch the collar except for the closely cut hair at the back of the neck.
5. In all cases, the bulk or length of the hair will not interfere with the normal wearing of all standard issue headgear. Hair will not protrude onto the forehead below the band of properly worn headgear.
6. Conservative Afro hair styles may be worn. However, when the uniform cap is worn, the hair will present a tapered appearance on the sides and back of the neck. When wearing the uniform cap, the hair will not present an awkward or unsightly bulge, nor will it protrude over the ears or shirt collar.
7. Wigs are acceptable if they meet the prescribed requirements for hairstyles and are for a medical condition.
8. If an individual desires to wear sideburns, they will be neatly trimmed and tapered. Sideburns will not extend downward below the lowest part of the earlobe and will end in a clean-shaven horizontal line. Sideburns will neither be flared nor any wider at the bottom than their natural width at the top.
9. The face will be clean-shaven with the provision however, that moustaches, goatees, or full beards are permitted. A short and neatly trimmed moustache may be worn. Moustaches shall not extend more than

one half inch below the corners of the mouth or beyond the natural hairline of the upper lip. Extreme styles such as handlebars moustaches are prohibited, except for personnel assigned to undercover/narcotics.

10. Employees choosing to wear a beard or goatee shall begin the growth during time off and shall not report for duty with less than three days' growth. Employees may not wear a beard or goatee without a moustache and may not extend the length of the moustache without connecting it to a beard or goatee. Beards and goatees must remain neatly trimmed and may not be longer than one half inch in length. In the event that the Chief of Police or Command Staff deem a beard or goatee to be unsightly, the employee will shave the beard or goatee when requested to do so.

B. Females in Uniform

1. Hair must be neat, clean, trimmed, present a groomed appearance, and permit the proper wearing of the prescribed headgear.
2. Hair in the back may not extend more than six inches beyond the top of the collar unless it is worn up in a ponytail or braid. When worn up or back, no portion of the hair may extend more than twelve inches below the top of the collar. Hair on the sides that extends past the top of the shoulder must be restrained so the hair does not hang in front of the ear. At no time may hair on the sides hinder vision or cover Police Department identification. Items used to secure the hair must be black, brown, navy blue, gold or silver. Damaged, lost, or destroyed items used for securing the hair are not subject to reimbursement. When formal uniform attire is required, hair that extends past the top of the collar must be worn up or back in a ponytail or braid.
3. Wigs are acceptable if they meet the prescribed requirements for hairstyles.
4. Braided hair styles worn close to the head such as a "French braid" or "Plait braid" are permissible if neatly worn. The braids should not extend away from the head. Beads or other ornamentation will not be allowed. A
5. Spray on hair paint or extreme coloring will not be worn.

C. Employees in Non-uniform Apparel While on Duty

1. When wearing plainclothes while on duty or acting in the department's behalf, male employees (both sworn and non-sworn) will be required to adhere to hairstyle guidelines prescribed for uniformed employees.
2. Female employees working plainclothes assignments may wear their hair in a conservative, contemporary style. Spray on hair paint or extreme coloring are not appropriate.
3. Exceptions are permitted only while the employee is on active undercover assignment and will be at the discretion of the division commander.
4. Non-sworn female employees, not in uniform, may wear their hair in a contemporary style.

III. JEWELRY FOR EMPLOYEES IN UNIFORM

- A. Employees in a police uniform may wear a wristwatch and identification bracelet. Rings may also be worn, but only one on each hand is permitted. (A wedding set is considered as one ring.) Necklaces and other decorative jewelry are prohibited.

- B. Ear studs may be worn with the uniform, by female employees. Such items will be limited to no more than one ear stud per ear. Earrings will be plain, solid gold or silver in color (no stones) and will not extend below the bottom of the ear lobe and will not have loose or dangling parts.
- C. Decorative items such as ribbons will not be worn in the hair.

IV. BODY ART

- A. Tattoos, brands or other forms of body art on the neck, head, face and hands are prohibited. Applicants who have tattoos, brands and other forms of body art in any of the previously mentioned places must receive approval from the Chief of Police to proceed in the hiring process. The tattoos, brands and other forms of body art will be approved on a case by case basis.
- B. Officers who previously received approval from the Chief of Police must again seek approval from the Chief of Police prior to adding any tattoo, brand and other forms of body art on their neck, head, face, and/or hands.
- C. Tattoos, brands or other forms of body art that are patently offensive may never be exposed while on duty, or in a manner that would bring discredit upon the department when off-duty. Patently offensive is defined the same as in Texas Penal Code, Sec. 43.21, "...so offensive on its face as to affront current community standards of decency." Some images or language that is considered patently offensive includes, but is not limited to:
 - 1. Images of the naked human form, particularly displaying the genitalia of either sex, the anus, or female breasts;
 - 2. Iconography that due to historical events or current culture, is associated with discrimination, such as a swastika; and
 - 3. Words in any language falling within the definition of patently offensive.

V. MAKEUP FOR FEMALE EMPLOYEES

The use of makeup by female employees, both uniformed and plain-clothes, will be conservative. This does not imply a plain look but is meant to eliminate gaudiness.

VI. FINGERNAIL APPEARANCE

- A. Fingernails will be kept clean, neatly trimmed and will not extend more than one-quarter inch (1/4") from the tip of the finger.
- B. Fingernail polish, if worn, will be of a conservative shade, without decals or ornamentation and will not detract from a uniform appearance. The wearing of fluorescent or multi-colored nails is prohibited.
- C. While in uniform or wearing plain clothes or acting in the departments' behalf, officers will be required to adhere to fingernail length guidelines.
- D. These guidelines also apply to non-sworn, uniformed employees.

VII. EMPLOYEES ATTENDING COURT

Employees attending court have the option of wearing either the uniform or civilian clothing. For court purposes, civilian clothing will consist of a coat and tie for male employees and business professional attire for female employees. The uniform will not be worn if the employee is not attending court in an official capacity for this department. Civilian clothing worn for court appearances must comply with standards set out in this regulation.

VIII. NON-UNIFORM APPAREL WHILE ON DUTY

- A. All divisions within the department are uniformed divisions except the following:
 - 1. Criminal Investigation Division
 - 2. Records
 - 3. Administration
 - 4. Internal Affairs
- B. No employee assigned to wear the uniform will report for duty in civilian clothing without the permission of the division commander.
- C. Non-uniformed personnel, both civilian and sworn, shall adhere to the City dress code policy section titled "WORK APPAREL: Office Employees (Non-Uniformed)."
- D. Certain employees, such as Tactical officers, K-9 officer, firearms training personnel, may wear work clothing appropriate to the nature of their work. Work clothing will not be considered a uniform and therefore will not be worn in lieu of the regulation uniform or proper civilian dress, if such is required (an example being during a court appearance).