



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Personal Appearance

Eff. Date 08/03/2015

Purpose

All members of the department are visible representatives of the City of Madison and its Police Department. In an effort to present commissioned officers as recognizable to the public and to maintain a consistent and professional image to citizens with whom we have contact, as well as to other MPD employees, a neat, clean, and well-groomed appearance is required of all employees during work hours.

It is understood that what constitutes a "professional image" is in many ways a subjective matter. As such, while the guidelines outlined below provide specific parameters and restrictions, no personal appearance protocol can cover all contingencies or opinions as to whether or not one's particular personal appearance is "professional." For this reason, employees must exert a certain amount of judgment in their choice of appearance and clothing for those areas not specifically outlined in this SOP. If an employee is uncertain in these areas, they should seek input from a supervisor. **If/when differences of opinion arise, final discretionary authority as to what is allowable or prohibited under these appearance guidelines rests with the Chief of Police.**

Procedure

PERSONAL HYGIENE

All employees shall ensure that their body and clothing is kept clean to prevent offensive odor.

TATTOOS AND BRANDING

1. Tattoos and branding may be required to be kept covered if they are political, have a potential negative impact to MPD, or have potentially offensive words, terms, logos, pictures, cartoons, or slogans.
2. Visible tattoos and branding on the ears, head, or face are prohibited. Visible tattoos on the neck area are prohibited unless approved by the Chief of Police.

FINGERNAILS

Fingernails shall be professional in appearance and not be of a length that interferes with the safe and successful performance of one's job responsibilities.

HAIR AND HAIR ACCESSORIES

An employee's hair shall not be such that it presents an unprofessional, unkempt, or neglected appearance. Hair accessories must be professional in appearance. If wigs and hair pieces are worn, they must conform to the established grooming standards.

Uniformed personnel (commissioned or civilian) with hair that is long enough to obstruct their vision should secure their hair in such a way so as not to interfere with their line of sight. Hair shall not in any way obstruct the visibility of any uniform insignia or the wearing of the uniform hat/cap, or the proper placement of protective head gear/gas mask.

FACIAL HAIR

1. Employees may wear beards, Vandyke goatees, mustaches, or other arrangements that present a groomed appearance when maintained in a neat, clean manner.

2. Sideburns will be neatly trimmed and tapered in the same manner as the haircut. They will be evenly trimmed on each side of the face.
3. Officers' facial hair shall be trimmed or shaved so as not to interfere with the proper seal of the gas mask.

JEWELRY

1. Jewelry worn shall be professional and may not have potentially offensive words, terms, logos, pictures, cartoons, or slogans.
2. Earlobe hoops or plugs (used to enlarge piercing holes in the earlobes) are not allowed.
3. Officers and uniformed civilians may wear two rings on each hand, which cannot have a height over one half inch from the top of the finger.
4. Officers and uniformed civilians may wear one wrist watch.
5. Officers and uniformed civilians shall not wear more than two earrings on each ear. They shall not be larger than 10mm each.
6. Uniformed officers and uniformed civilians shall not wear any visible necklace, unless authorized by the department (i.e., ID chain).
7. Uniformed officers and uniformed civilians may wear one bracelet which fits close to the skin. Medical bracelets are also allowed.

BODY PIERCING

All MPD personnel may wear one piece of body piercing jewelry (other than previously allowed earrings), no larger than 5mm that is professional in appearance, does not pose a safety risk, and does not interfere with the employee's job performance.

NON-UNIFORM CLOTHING

Non-uniformed employees of the department should recognize that their appearance and dress reflect on the department in a manner similar to that of uniformed employees and therefore shall be professional in appearance. The non-uniform clothing standards below are minimum standards. Particular job duties (i.e., representing MPD at a meeting or event) may require the employee to dress to a higher standard. It is expected that employees will be aware of those situations and dress appropriately. They should contact their supervisor if they have questions about particular situations. There may also be times where job duties would reasonably allow for a lower standard of clothing than what is listed below. In those situations an employee shall obtain supervisor's approval before dressing to a lower standard.

1. Clothing shall be neat and clean and shall not be torn, frayed, stained, excessively faded, or sheer to the skin.
2. Clothing must cover the midriff and back.
3. Clothing shall not be excessively loose or tight fitting and must not impede work or pose safety hazards when people are doing the work required.
4. Clothing, buttons, badges, or pins shall not have political or potentially offensive words, terms, logos, pictures, cartoons, or slogans. US Flag pins are allowed that are no larger than one square inch.
5. Non-commissioned employees may wear shorts that are knee length or longer and are professional in appearance. Athletic shorts shall not be worn.
6. Undergarments shall not be visible.
7. Non-uniformed commissioned employees potentially engaged in field work shall not wear sandals, open toed shoes, or open backed shoes.
8. Strapless, halter, spaghetti strap, and low-cut shirts or dresses shall not be worn unless worn under another blouse, shirt, jacket, or dress.
9. Tank tops or muscle shirts shall not be worn unless worn under another shirt.
10. Beach-style flip-flops, bedroom slippers, and other shoes that are not professional in appearance shall not be worn.

11. Headgear shall be appropriate for the circumstances and surroundings of the particular work environment the person is engaged in at the time. Scarves are allowed, as are head covers that are required for religious or medical purposes, with a Commander's approval.
12. Sweatpants, bib overalls, lounge pants, and athletic pants are not acceptable attire while working in an office environment.
13. The minimum clothing standard for court for a male employee would be dress shoes, dress pants, shirt, and a sport coat or tie. The minimum standard for a female employee would be dress shoes, shirt or blouse, dress pants or skirt, dress or suit.

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(Reviewed Only: 02/15/2016, 12/20/2016, 12/26/2017)