



East Norriton Township Police Department

GENERAL ORDER 1.8.4

PERSONAL APPEARANCE

Subject:

Disciplinary Procedures

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

Revised Date:

March 11, 2020

PLEAC STANDARD Reference

1.8.1

Index Words

Code of Conduct/Appearance

1.8.4 Personal Appearance

- A. UNIFORM PERSONNEL-- A police uniform identifies Officers 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. It shall be worn according to the following regulations:
1. The identification card shall be carried while on duty and displayed only in the performance of official duties.
 2. Shirt collars, cuffs and pockets shall be buttoned at all times and the tie properly adjusted when appropriate. Short sleeve shirts (summer issue) shall be worn with an open collar.
 3. Footwear will be black leather, polished and in good condition. Loafers are not permitted. Leather, military style boots are permitted, but will be kept under the trouser leg at all times.
 4. Leather goods will be clean, polished and functional. They shall be plain black leather or basket weave. Cordoba or nylon belts or accessories are acceptable.
 5. Socks will be black or dark blue in color.
 6. Caps shall be worn when practical, except when indoors or in a vehicle. Caps shall be worn indoors when an officer is assigned to a detail indoors.
 7. Badges and hat shields will be kept clean. Badges shall be worn over the left breast and on the outermost garment (rain gear excluded).
 8. Nameplates shall be worn on the outermost garment (raincoats excluded) on the right side directly over the pocket, or on left below the badge when worn with badge caddy.
 9. Commendations, award bars, unit insignia, shooting awards, will be worn on the left above the badge when worn with a badge caddy, or on the right above the nameplate.
 10. The Chief of Police, Lieutenant, Sergeants, and Corporals will wear rank insignia on their shirt collars/epaulets and or shirt sleeve. Patrol officers collars will remain clear of any insignias.

11. Uniformed personnel, while on duty, will be in 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 duty supervisor. All uniforms and the parts thereof will be that which the Police Department issued. Exception to this rule will be by special permission of the Chief of Police.
12. A member shall not wear a mixture of uniform and civilian clothes at any time.

B. NON-UNIFORM PERSONNEL

Detectives shall, while not on special undercover assignments, be well groomed, neat, and conservatively attired projecting a positive, credible image.

C. PERSONAL HYGIENE

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

1. Sworn Personnel—Male.

All officers shall be clean-shaven with hair properly trimmed and combed. Hair shall be worn tapered in the back and side with sideburns not longer than the lobe of the ear, otherwise, a businessman's cut and in keeping with the quasi-military organization of the Police Department.

Beards and Goatees are not permitted.

Mustaches shall be neat and trimmed at all times, ending on a straight line from the corners of the mouth. Extreme styles shall not be permitted.

2. Sworn Personnel—Female.

Uniformed female officers will style their hair in such a manner as to ensure any hair that falls below the bottom edge of the shirt collar will be secured in a bun or pony tail. The style shall not interfere with the normal wearing of departmental headgear. 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.

D. BODY MODIFICATION

1. Tattoos/Branding.

New tattoos, branding or any other type of physical modification is not permitted if VISIBLE while the member is wearing any uniform of the day, including the short sleeve shirt.

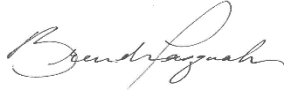
2. Body Piercing.

Visible body piercing, with the exception of the ear as stated above, is not permitted unless covered by the appropriate uniform of the day.

3. Other Appearance Changes.

Members may not have an altered appearance while on duty if such change causes public attention or reflects negatively upon the Department or its professional image.

By order of:

A handwritten signature in black ink, appearing to read "Brandon Pasquale". The signature is written in a cursive, flowing style with a large initial "B".

Brandon Pasquale
Chief of Police