


# Rockville City Police Department

## GENERAL ORDER



<b>Subject</b> PERSONAL APPEARANCE		<b>Procedure</b> G.O. # 5 - 21
<b>Authorizing Signature</b> 	<b>Effective</b> 07-01-03 <b>Revised</b> 08-23-22 <b>Revised</b> 04-22-25 <b>Revised</b> 04-30-26	<b>Total Pages</b> 5

### I. POLICY

It is the policy of the Rockville City Police Department (RCPD) that all personnel represent the department with a professional appearance.

### II. PURPOSE

The purpose of this General Order is to establish grooming guidelines for uniformed personnel. Non-uniform personnel will follow the City's Personnel Policies and Procedures.

### III. PROCEDURES

#### A. Appearance Standards

1. All personnel shall maintain a clean and neat appearance in accordance with the standard set forth in this order. Personnel may groom themselves according to their own personal preference, provided that such grooming conforms to the standards for, and does not interfere with or detract from the proper wearing of uniforms or equipment, or otherwise conflict with appearance standards.
2. No on-duty personnel shall wear any article of clothing visible to the public containing language of a social, economic, or political nature that might be considered as an advocacy statement, or that might create controversy.
3. Hair Standards
  - a. Hair shall be neat, clean, and trimmed to present a groomed appearance
  - b. Hair shall be worn at a length that will permit required headgear to fit securely on the head and in conformity with this order.
  - c. When in uniform, personnel shall arrange their hair so that it does

- not extend below the midpoint of the shirt collar.
- d. Cornrows, braids, ponytails or dreadlocks may be worn as long as they do not interfere with the proper wearing of required headgear, conform to the above length, and are neat in appearance. Wigs or hairpieces may be worn if they conform to the standards of natural hair.
  - e. Hair color shall consist of only natural hair color. Extreme or fad type artificial hair colors (e.g., purple, pink, green) are prohibited. Extreme or fad style haircuts and styles (e.g. Mohawks, tracks, design, sculptures cut into the hair, decorations, ducktails, or pigtails) are prohibited unless personnel has received approval from the Chief of Police through the chain of command.
  - f. Personnel who chose to wear sideburns shall ensure that they are neatly trimmed, do not extend beyond the lower edge of the ear, end with a clean- shaven horizontal line, and if flared, are no wider than one inch at the bottom.
  - g. Items used to hold hair in place shall be of a plain design, of a natural color that blends with the hair, and concealed as much as possible. No decorations (e.g., bows, ribbons, decorative clips) shall be worn in the hair.

#### 4. Facial Hair Standards

- a. Well-trimmed mustaches, beards, and goatees are permitted. A well-trimmed mustache shall not extend below the line of an individual's lower lip. Handlebar mustaches are prohibited. A well-trimmed beard or goatee shall not exceed one-quarter of an inch in length.
- b. Personnel with facial hair must be clean shaven to achieve a good face seal prior to donning, using and fit testing a department issued respirator. Personnel who elect to wear facial hair bear the responsibility of ensuring a good face seal is achieved before using a department issued respirator.
- c. Personnel with facial hair bear the responsibility of having a shaving razor on hand to ensure a good face seal of a department issued respirator

when utilized in the field.

#### 5. Makeup and Cosmetics Standards

- a. Makeup, if worn, shall be subdued and natural looking. Cosmetics shall be applied so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish styles are prohibited.
- b. Fingernails shall be kept clean. Fingernails shall not extend more than one-quarter of an inch beyond the fingertip.
- c. If fingernail polish is worn, only light color, skin color or clear shall be used. While on duty, personnel shall not have any object affixed to their fingernails.

#### 6. Eyewear Standards

- a. Conservative design prescription eyeglasses may be worn. Eyeglasses or sunglasses that are faddish in style or color or have lenses or frames with initials or other adornments, shall not be worn. (Faddish colors are those such as, but not limited to, bright, iridescent, or florescent yellow, orange, red).
- b. Contact Lenses if worn on duty shall be of a natural eye color. Red, orange, silver and any other colored contact lenses that are unnatural are prohibited. Contact lenses with graphic designs of any kind are prohibited.
- c. Sunglasses (see G.O.#5-20A VI, H, 4)

#### 7. Jewelry Standards

- a. Pins, insignias, and buttons, which are not specifically issued by the department shall not be worn or attached to any portion of the uniform so that they are or may become visible to the public.

b. Sworn Personnel:

- 1) May wear small, plain button earrings of gold, silver, diamond, or pearl not to exceed one-half inch in diameter.
- 2) Shall not wear loop, ring, or dangle earrings.
- 3) Shall not wear more than two earrings per ear.
- 4) Shall not wear any visible body piercing, except earrings in their ears, while in uniform or on duty. The Chief of Police may grant an exception for personnel working casual clothes assignments.
- 5) Shall not wear more than one bracelet (not to exceed one inch in width) per arm.
- 6) Shall not wear more than one necklace or neck chain (not to exceed one-quarter of an inch in width). Attachments such as pendants, charms, and medallions shall be covered or concealed with the exception of medical alert type necklace or chain.
- 7) Shall not wear more than two rings per hand. Wedding and engagement ring combinations are considered one ring.

8. Tattoo Standards

Tattoos shall not contain language or characterizations that are derogatory or offensive to any social, economic, or ethnic group.

In addition, no tattoos shall be visible above the collar to include on the face, neck, behind the ear or the scalp. A waiver may be made to the Chief of Police for consideration.

9. Stretching/Gauging (ear stretching, also called ear gauging): the procedure to gradually stretch out pierced holes in earlobes or other areas on the face.

Stretching/Gauging is not permitted on any part of the body that is visible.