

**CITY OF OCONOMOWOC POLICE DEPARTMENT  
POLICIES & PROCEDURES**

DATE: January 28, 2021

HISTORY: September 7, 2020  
August 10, 1999

SUBJECT: Appearance

POLICY NUMBER: 98-031

**I. INTRODUCTION**

Members of the Oconomowoc Police Department will be cognizant of the fact that we are a public service entity. Therefore, it is essential that members present themselves to our community in a professional manner. A professional appearance is essential in maintaining public trust and confidence. Our community expects us to look and act as competent public safety officials.

**II. POLICY**

The personal appearance of its employees influences public opinion of the police department. Employees are duty bound to maintain a neat appearance, keep physically fit and be a model of police demeanor.

**III. GENERAL GUIDELINES**

Department employees, while on-duty, will maintain a smart, neat, and conservative appearance. The wearing of the uniform will be in accordance with established department procedures.

**A. Clothing**

1. Personnel assigned to positions that require the wearing of a uniform shall keep their uniforms clean and pressed. Civilian personnel who are required to wear a uniform are required to keep their uniforms clean and pressed to maintain a professional appearance. A spare uniform will be kept at the PD.
2. Employees wearing civilian clothing on-duty will present a neat and clean appearance. The clothing will be appropriate to the type of duties and citizen contact expected. Civilian dress should not be the source of negative comment from the community.
3. Officers assigned to surveillance or plain-clothes duties should check with their supervisor in determining the proper attire for the assignment.
4. Uniforms and equipment that become lost or damaged, while an employee is acting in an official capacity, may be subject to replacement by the department.
  - a. If an employee's equipment becomes lost or damaged, a "matter of" should be prepared and submitted, via the chain of command, to the appropriate superior for review.
  - b. If the lost or damaged equipment is the result of an employee attempting to intervene in an unlawful act, an "affidavit of restitution" must also be submitted.

**IV. MANNER OF WEARING UNIFORMS**

- A. Each officer shall adhere to the uniform standard established herein. The seasonal style of uniform is left to the discretion of the officer unless superseded by verbal orders and/or written directives.
- B. Only those items, which are currently approved and appear on an official uniform list shall be worn.

- C. Official uniforms shall be worn in the prescribed manner.
  - 1. Shirt buttons shall be secured at all times. Nothing shall be carried in the shirt pockets which might produce any obvious bulge or protrusion.
  - 2. Hats, when worn, shall be worn squarely upon the head in a forward-facing position. Uniformed officers shall wear a complete uniform when representing the department.
  - 3. Hats will not be required as part of the daily uniform. It may, however, be worn at the officer's discretion. Whenever appropriate circumstances exist, the Shift Commander or Chief of Police may designate a special hat as the uniform of the day.
  - 4. Uniforms shall be clean and in excellent condition.
  - 5. Uniforms shall be free of stains, worn spots and frays.
- D. Shift Commanders shall conduct inspections to ensure compliance.
  - 1. Shift Commanders shall ensure that uniform standards are maintained on their shift.
  - 2. Shift Commanders may order the replacement or repair of any uniform item that they have evaluated and deemed inappropriate.
  - 3. An employee may appeal that decision by submitting a "matter of," via the chain of command, to the Chief of Police.
  - 4. The decision of the Chief of Police is final.

**V. EQUIPMENT**

- A. The wearing of non-regulation articles of clothing and equipment with the uniform are prohibited.
- B. Except pens or clip knife, no items shall be exposed from the employee's pockets.
- C. Pens that are colorful or detract from the professional image of the uniform shall not be displayed.
- D. Only emblems and pins, which the Chief of Police has approved, shall be worn on the uniform. The Chief of Police may also limit the number of items worn on the uniform.
- E. Sunglasses or eyeglasses will not be hung from any part of the uniform, head, or hat.
- F. Mirrored sunglasses will not be worn in uniform.
- G. Leather duty belts and accessories shall be highly polished and well maintained.
- H. Nylon duty belts and accessories shall be maintained free of fraying and deformities.
- I. Except the Mobile Video Recorder Transmitter case, no nylon and leather accessories shall be intermingled on a duty belt.
- J. Officers are not permitted to wear shoulder holsters without the permission of the Chief of Police.
- K. All badges, metal insignias and fittings will be kept highly polished.

- L. Footwear
  - 1. All leather footwear must be highly polished at all times. Nylon footwear must be in good repair and clean.
  - 2. Shoelaces must be black in color and free of knots and fraying.

## **VI. PERSONAL APPEARANCE AND STANDARDS**

### **A. Male Personnel**

- 1. Hair shall be neatly groomed, with a maximum length not touching the top of the employee's shirt collar.
- 2. The hair style worn by the employee shall be left to the employee's discretion if it is evenly trimmed. Extreme hair styles are prohibited.
- 3. The police officer's hair style shall not interfere with the wearing of the uniform hat.
- 4. Employees are not permitted to wear ponytails. The hair color shall be natural or uniformly dyed. Extreme colors are prohibited.
- 5. Sideburns will be neatly trimmed and tapered in the same manner as the haircut. Sideburns will not extend below the lowest part of the earlobe. Sideburns will be of even width (not flared) and will end with a clean-shaven horizontal line.
- 6. Mustaches and goatees may be worn, but the following guidelines must be complied with. Mustaches must be well groomed and shall not extend over the top of the upper lip. The mustache may extend 1/4 inch beyond the corner of the lip.
- 7. Beards are not permitted, unless medically necessary. A letter from the member's dermatologist, and a "matter of" shall be submitted to the chief identifying the necessity for the beard. The Chief of Police may request an opinion from a second dermatologist before granting permission.
  - a. If permission is granted, the beard shall be a full beard, neatly trimmed and no greater than 1/4 inch in length.

### **B. Female Personnel**

- 1. The hair will be neatly shaped and arranged. Extreme hair styles are prohibited.
- 2. Although it is not mandatory, female officers are encouraged not to have long hair, which could be used as a hand hold. Officers are always encouraged to consider those factors which may adversely alter their safety. The hair must be worn so that it will not interfere with wearing the uniform hat.
- 3. Hair may be uniformly dyed or highlighted in traditional shades.

### **C. Cosmetics**

- 1. Male employees may not wear cosmetics unless medically prescribed.
- 2. Female employees, while on duty, may wear cosmetics according to accepted business standards.

3. Female employees' fingernails may not be grown to a length that will interfere with their duties. If fingernail polish is worn, it must be uniform and according to acceptable business standards and shades.
- D. Jewelry
1. All employees may wear:
    - a. One ring on each hand (a wedding and engagement ring is considered one ring)
    - b. One watch
    - c. One wrist bracelet
    - d. One neck chain that is worn inside the shirt collar. Any chain worn by an officer may not be more than 1/4 inch wide. No necklace may be worn outside the shirt collar.
  2. Male employees may not wear earrings.
  3. Female employees may not wear more than two pairs of earrings at once.
  4. Female officers may only wear post type earrings while on duty.
  5. All employees are prohibited from having any visible body piercing.
  6. Any jewelry that is worn must not present a potential hazard to the officer. Officer safety is a critical concern.
  7. Any jewelry worn in a way that makes it visible to others must be unobtrusive and present a professional and neutral appearance.

**V. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE**

This policy is effective immediately  
and will supersede any directives or understandings in conflict