

PERSONAL APPEARANCE

General Order

No. 606

Effective Date

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15 MAY19

I. POLICY:

It is the policy of the Murfreesboro Police Department that individual officers shall, at all times, while on duty or in uniform make their best effort to present a professional, appropriate, pleasing and neat personal appearance. An officer may deviate from these standards only when necessary as a result of duty assignment after receiving the approval of the officer's Division Commander, the Deputy Chief or the Chief.

II. PROCEDURES:

A. Hair Style.

There are many hair styles which are acceptable for officers of the Department. As long as an officer's hair is kept in a neat manner, the acceptability of the style will be judged by the following standards:

1. For a male officer, the top of the head must be neatly groomed. Hair must present a tapered appearance and, when combed, not fall over the ears or eyebrows or touch the collar, except for closely cut hair at the back of the neck. The bulk or length of hair cannot interfere with the normal wear of all standard Department headgear. Sideburns must be neatly trimmed, and the base must be a clean-shaven horizontal line. Sideburns must not exceed downward beyond the middle of the ear and must be of an even width (not flared). Wigs or hairpieces may be worn but must conform to these restrictions.
2. For a female officer, the hair must be neatly groomed and must be worn in a manner so that it does not extend beyond the top of the uniform collar. The bulk or length of hair cannot interfere with the normal wear of all standard Department headgear. Wigs or hairpieces may be worn but must conform to these restrictions.

B. Facial Hair.

1. Beards and Goatees.

Full and partial beards, goatees, and other facial hair not falling within the criteria for mustaches and sideburns shall not be permitted, except under the following circumstances:

- a. Officers in special assignments such as undercover operatives in SID will be permitted to wear beards for the duration of such assignments. However, upon transfer or promotion to other positions outside the Division, such officers shall conform to appropriate grooming standards.
 - b. The Police Chief will consider and may approve accommodations to this standard on a case by case basis. Such accommodations may be appropriate only in cases where the officer demonstrates a religious or medical need for accommodation.
 - c. An officer requesting an exception to this policy to accommodate a religious belief or practice should make the request in writing directly to the Police Chief.
 - d. An officer requesting an exception to this policy due to a medical condition should complete Form 2008A—Reasonable Accommodation Request—Employee or Job Applicant and submit the form to the City’s Human Resources Department. All such requests shall be treated as a request for reasonable accommodation under the Americans with Disabilities Act (ADA) and be handled in accordance with the ADA and the City’s ADA Policy, Section 2008 of the Employee Handbook.
 - e. Officers who have medical conditions that affect their ability to shave on a daily basis, and meet the requirements set forth in II(B)(1)(d), may be permitted to have a neatly trimmed beard which will include a moustache. Beards may not exceed one quarter (1/4) inch in length and the entire beard must maintain consistent length. Goatees and other eccentricities are not permitted.
 - f. Facial hair must not interfere with the natural seal of the issued respirator mask.
2. Mustaches.

Mustaches may be worn but are subject to the following guidelines:

- a. Mustaches must be short and neatly trimmed.
- b. No portion of any mustache may extend lower than the top lip line of the upper lip.
- c. Mustaches must not go beyond a horizontal line extending across the corners of the mouth because mustaches extending below the corners of the mouth (“Fu-Manchu”) are not permitted.
- d. Mustaches that are curled on the end (“handlebars”) are not permitted.

C. Jewelry.

Officers may wear jewelry if it does not pose a safety hazard and if it does not create an unprofessional appearance. Officers in uniform are subject to the following additional guidelines:

1. Necklaces shall not be visible.
2. One watch on a watchband, or similar style smart device, may be worn. Medical ID bracelets are allowed so long as they do not interfere with normal job performance.
3. Rings, but not more than two, may be worn.
4. Earrings may not be worn by male officers. Female officers may wear one pair of matching “studs” or “button-type” earrings in each ear; hoop or dangling earrings may not be worn.
5. All other jewelry or decorative items are not approved.

D. Weight.

An officer’s weight should be in reasonable proportion to the officer’s height.

E. Visibility of Non-Issued Clothing.

1. Socks:

An officer's socks shall be dark blue or black to the extent visible.

2. Tee-shirts or Undershirts:

An officer's Tee-shirt or undershirt shall be black and must have a crew neck. No portion shall be visible below the shirt sleeve.