

 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS</b> <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: <b>NEED TO REFER</b>  <b>303 PERSONAL APPEARANCE</b>	
	EFFECTIVE DATE:  <p style="text-align: center;">05 MAR 2019</p>	REVIEW DATE:  <p style="text-align: center;">ANNUAL</p>

**GENERAL**

The purpose of this general order is to establish standards for the personal grooming and appearance of all Departmental personnel. The Department requires that all members present a professional appearance. The standards specified in this order are as specific as practicable to establish professional parameters. Because it is impossible to provide examples of appropriate styles of "conservative" grooming and attire, good judgment must be exercised in the application of these standards.

Supervisors are responsible for ensuring full compliance with departmental standards of personal appearance.

**PERSONAL APPEARANCE STANDARDS:**

These standards apply to all Department members.

- Inconspicuous wrist watches and rings may be worn in uniform.
- Eyeglasses/sunglasses will be conservative in appearance without chains, bands or ribbons attached.
- Religious or identification necklaces may be worn in uniform as long as they are not visibly apparent.
- Hair dyes, tints or bleaches must result in natural colors. Hair color changes must not detract from a professional appearance. Officers should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors.
- Fingernails will be kept clean and neatly trimmed so as not to interfere with the performance of duty, detract from a professional image or present a safety hazard.
- No visible body piercings will be worn while on duty except that female officers may wear pierced earrings.
- Body art or tattoos cannot be anywhere on the head, face, hands, fingers or neck or visible above the collar in an open collar uniform shirt.

**GROOMING STANDARDS**

**Male employees:**

- Hair will be neat and closely trimmed.
- A man's hair will not touch his shirt collar or extend over the top of the ears. The hair will be evenly graduated around the sides and back of the ear.
- Sideburns will not extend past the base of the earlobe and will not be tapered or flared.
- Head hair will be styled so as not to interfere with the proper wearing of the uniform hat or other headgear and will not protrude from beneath properly worn headgear.
- A mustache may be worn which will be neatly trimmed and will not exceed the margin area of the upper lip.
- Except for a mustache, hair may not be grown on the face except when expressly authorized in writing by the Chief of Police or his designee.
- Male officers will not wear earrings, cosmetics or nail polish while on duty.

**Female employees:**

- Hair may touch the collar but will not fall below the collar's lower edge. Hair that would naturally fall below the collar's edge will be neatly and inconspicuously fastened or pinned.
- Hair will be styled so as not to interfere with the proper wearing of the uniform hat or other headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps.
- Braided hairstyles will be conservative.
- Hair extensions must have the same general appearance as the individual's natural hair.
- Barrettes, combs, rubber bands, hair and bobby pins must be concealed by the hair.
- Cosmetics will be applied conservatively and will complement the individual's skin tone. Conservative lipstick and nail polish colors may be worn in uniform.
- Female officers are permitted to wear one pair of stud-type earrings while in uniform.

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is written over a white rectangular background.

RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

**THIS ORDER SUPERSEDES GENERAL ORDER 20-91-02 PERSONAL APPEARANCE JEWELRY AND GENERAL ORDER 303 PERSONAL APPEARANCE, ISSUED ON 9/4/2015.**