GENERAL ORDERS		NO: 14-36
GARAGE USE		
PAGE 1 OF 1		**AUTHORITY: CHIEF CHRISTOPHER J. PREMO**
EFFECTIVE DATE: 01/06/2009	AMMENDMENT DATE:	

Garage Use:

We are an emergency response agency, it is very difficult to respond to emergencies such as a fire, heart attack, Officer calling for assistance, etc. if the vehicles have ice and snow on them. It is the responsibility of **ALL** shifts and Officers to make sure the vehicles are kept in such a condition that they can readily respond to an emergency at any time.

We have room for two (2) vehicles in the garage, if two (2) patrol vehicles are out on patrol; put one of the other vehicles in the garage during inclement weather. If an Officer wishes to come in early, or stay late to wash their personal vehicle' complete your task, take a few minutes to drive it out, and then put a department vehicle back in the garage. No personal vehicles are to be kept in the garage for any length of time, especially during inclement weather.

Note: The vehicle equipped with the LPR (702) needs to be in the garage during inclement weather to reduce exposure damage.

GENERAL ORDERS		NO: 23-01
Grooming and Appearance		
Page **1** of **3**		**AUTHORITY: William T. Andre**
EFFECTIVE DATE: 9/30/2023		AMMENDMENT DATE: N/A

I. Purpose

This policy provides grooming and appearance standards for sworn members of the Malone Police Department. Additional information for appearance may be found in the Uniform Policy.

II. Policy

Professional appearance of sworn members furthers the goals of the department by projecting a positive and professional image to the public. A positive image also reflects a member's sense of pride, self-confidence, and command presence, which can enhance overall effectiveness. As such, this policy sets forth departmental requirements for grooming, personal hygiene, and appearance while on-duty.

III. Definitions

Gender expression: An individual's external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns, and social interactions;

Gender identity: An individual's internal sense of being male or female;

Transgender: An individual whose gender identity is different from the sex assigned at birth;

IV. Procedures

1. The department's Chief of Police, or their designee, has the final authority in determining acceptable standards for grooming and appearance;
2. Members shall be well groomed, clean, and maintain personal hygiene while on duty. Should incidents result in soiled clothing, unsanitary conditions, or disheveled appearance, corrective measures should be taken as soon as reasonably practicable;

A. Body art or Modification
   1. Intentional, non-medical body modification that cannot be concealed or eliminated, such as split tongues, gauged piercing, and facial implants, are **PROHIBITED**. Tongue, nose, and lip piercings must be removed while on duty or in uniform. Conservative ear piercings are permitted (e.g. stud earrings);

2. Tattoos, brandings, or intentional scarring are not permitted on the face, neck, ears, or scalp. Exceptions may be made for female employees for permanent make-up tattoos (eg eyeliner, lip liner) that conforms to the makeup guidelines found in this policy;
3. Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic intolerances; that promote a partisan political statement or expression, or portray derogatory or offensive characterizations contrary to the values of this department are **PROHIBITED**. All tattoos shall be approved by the Chief of Police, or their designee, before being tattooed.

B. Head Hair
1. Head hair shall be neat, clean, and trimmed.
2. Hair coloring is permitted only in natural hair colors;
3. Wigs and hairpieces shall conform to standards for natural hair;
4. Male officers shall trim their hair so that it does not touch the uniform collar or top of the ears. Head hair shall not protrude from the sides of the uniform hat or interfere with the proper wearing of the same. Unconventional hairstyles such as tracks, designs, braids, dreadlocks, or mullets are not permitted;
5. Female officers shall wear hair in a conservative style that does not fall below the bottom of the shirt collar when down. Female officers with longer hair styles must secure their hair, preferably in a bun, but may wear other styles with approval of the Chief of Police. When wearing a uniform hat, hairstyles must allow officers to securely wear the same. Ribbons or other ornaments worn in the hair to secure hair must be neat and inconspicuous.

C. Facial Hair
1. Beards, mustaches, and sideburns must be well trimmed, neat, and clean;
2. Facial hair shall not exceed one-half inch in length;
3. Hair coloring is permitted only in natural hair color;

D. Fingernails
1. Fingernails shall be clean and neatly cut at all times and not extend more than one-quarter inch beyond the fingertip. False fingernails shall conform to this standard;
2. Visible nail polish shall be clear or otherwise conservative;
3. Jewelry or ornamentation on fingernails is **PROHIBITED**.

E. Eyewear
1. Conservative design eyeglasses and sunglasses may be worn;
2. Impact resistant lenses are recommended but not required for all eyewear;
3. Contact lenses are permitted so long as they do not change the appearance of the eye other than for other natural colors.

F. Jewelry
1. Officers may wear rings on their fingers so long as they do not interfere with the safe and proficient operation of weapons;
2. Officers may wear bracelets that are of conservative size and appearance. Bracelets that have charms or any other attachment that may interfere with duty requirements or create a safety risk are **PROHIBITED**;
3. Necklaces and neck chains are permitted if they do not hold lengthy attachments, can be worn under the uniform, and do not create a safety risk;

4. Officers may wear conservative, matching earrings. It is preferred that only stud earrings be worn, but earrings with ornaments may be worn with approval of the Chief of Police. Under no circumstance shall earring ornaments extend more than one-eighth inch below the ear lobe.

G. Cosmetics
   1. Makeup shall be conservative and natural looking and applied so as to blend with skin tone. Heavy makeup for eye lids and face is not permitted. False eyelashes are **PROHIBITED**.

H. Dental Ornamentation
   1. The use of gold, platinum, silver, or other veneer cap of attachment for the purpose of ornamentation is **PROHIBITED**;
   2. Teeth, whether natural, caped, or veneered shall not be ornamented with designs, logos, jewels, initials, etc;
   3. Modifications to teeth for nonmedical reasons is **PROHIBITED**;