
 University of Pittsburgh Police Department Rules & Regulations Manual	Reference Number: 2 - 4 (Chapter / Section)
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	Rescinds: All Previous
	Amends: N/A
Title: <u>Personal Appearance of Non-Uniformed Members</u>	 By Order of James K. Loftus, Chief of Police

1.0 Policy

In order to instill confidence in and promote the personal safety of members of the University of Pittsburgh Police Department all members must conform to high standards of personal appearance.

2.0 Definitions

Non-uniformed Police Personnel - Any member in an administrative, detective, temporary plainclothes or transitional (light, modified or alternate) duty assignment.

Non-uniformed Civilian Personnel - Any member in a non-sworn position, including administrative, clerical and secretarial.

3.0 Attire for Male Non-uniformed Police Personnel

Personnel shall be attired in a manner suitable to the business environment.

A. Detectives: The following attire is authorized:

1. Clean and pressed suit, shirt and tie
2. Dress trousers or "Docker" type trousers and jacket with shirt and tie
3. Full shoes with socks
4. 5.11 "Taclite" style pants, or similar
5. Approved polo or golf style shirt

B. T-shirts, sweatshirts, tank tops, shorts, denim jeans of any color, camouflage attire, sandals, shower shoes, or any unauthorized athletic type shoe are not permitted, unless authorized by the supervisor.

C. Tactical and Plainclothes Officers:

Due to the nature of the assignments, these officers are permitted latitude in their attire, but in no case shall their clothing be provocative or hazardous to their safety.

- D. Temporary Duty Assignments: The following attire is authorized:
1. Clean, pressed suit, shirt and tie
 2. Dress trousers or "Docker" type trousers and jacket with shirt and tie
 3. Dress trousers or "Docker" type trousers with:
 4. Dress shirts (with or without collars)
 5. Dress sweaters
 6. Polo or "golf" shirts with collar
 7. 5.11 "Taclite" Style pants, or similar
 8. Full shoe with socks
- E. T-shirts, sweatshirts, tank tops, shorts, denim jeans of any color, camouflage attire, sandals, shower shoes, or any unauthorized athletic type shoes are not permitted, unless approved by the supervisor.

4.0 Attire for Female Non-uniformed Police Personnel

Personnel shall be attired in a manner suitable to the business environment.

- A. Detectives: The following attire is authorized:
1. Clean, pressed business suit or other business attire including dress, skirt or slacks and blazer.
 2. Blouse or sweater with conservative neckline
 3. Skirt with conservative hemline (no shorter than 2" above the knee) or dress pants.
 4. Full shoe (with heel not to exceed 3") and stockings/hose or socks
 5. 5.11 "Taclite" style pants
 6. Approved polo or golf style shirt
- B. T-shirts, sweatshirts, tank tops, shorts, denim jeans of any color, camouflage attire, sandals, shower shoes, or any unauthorized athletic type shoe are not permitted, unless authorized by the supervisor.
- C. Tactical and Plainclothes Officers:
Due to the nature of the assignments, these officers are permitted latitude in their attire, but in no case shall their clothing be provocative or hazardous to their safety.
- D. Temporary Duty Assignments: The Following attire is authorized:
1. Clean, pressed business suit or other business attire including dress, skirt or slack and blazer.
 2. Blouse or sweater with conservative neckline.
 3. Skirt with conservative hemline (no shorter than 2" above the knee) or dress pants.
 4. Full shoe (with heel not to exceed 3") and stockings/hose or socks
 5. 5.11 "Taclite" style pants
 6. Approved polo or golf style shirt
- E. T-shirts, sweatshirts, tank tops, shorts, denim jeans of any color, camouflage attire, sandals, shower shoes, or any unauthorized athletic type shoes are not permitted, unless approved by the supervisor.

5.0 Attire for Non-uniformed Civilian Personnel

- A. Non-uniformed civilian personnel shall ensure that his or her clothing is clean, neatly pressed, and in good condition. The employee shall dress in a manner appropriate for the function or activity being attended.
- B. T-shirts, halter tops, mid-drift tops, denim jeans of any color, sandals and shower shoes are prohibited, unless authorized by the Chief of Police.

6.0 Personal Appearance of Male Non-uniformed Police Personnel

- A. Non-uniformed male employees of the University of Pittsburgh Police Department shall have hair that is neatly groomed and clean, in a fashion that does not detract from his professional image.
- B. The hair will present a tapered appearance on the sides and back of the neck. The length and/or bulk of the hair will not present a ragged, unkempt, or extreme appearance.
- C. When combed, the hair will not fall over the ears or touch the collar except for the close cut hairs on the back of the neck.
- D. A full face beard that is neatly worn is permitted. The beard shall be kept neatly trimmed; shall not be excessive in bulk; and, it shall not exceed one-half inch ($\frac{1}{2}$) in length. A beard shall not extend over or under the top of the shirt.
- E. A member who desires to grow a beard must do so while on his own leave. To avoid an unkempt, unprofessional appearance, at least one week's growth must be present prior to returning to duty with a beard.
- F. Non uniformed members who choose to wear a beard must comply with the beard policy for uniformed members when wearing a uniform.
- G. Goatees and other partial beards are not permitted.
- H. Sideburns may be worn providing they be neatly trimmed and tapered.
- I. Sideburns may not extend downward below the bottom of the ear lobe and will not be flared. They will end in a clean shaven horizontal line.
- J. Mustaches may be worn provided that the mustache be neatly trimmed and not extend below the upper line of the upper lip. No portion of the mustache shall extend below the corners of the mouth and extreme styles (i.e., handlebars and and Fu-Man-Chu styles) are prohibited.

7.0 Personal Appearance of Female Non-uniformed Police Personnel

- A. Non-uniformed female employees of the University of Pittsburgh Police Department shall have hair that is neatly groomed and clean. They shall wear their hair in a style suitable to the business environment. The hairstyle must be easily adaptable to comply with the hair standards applicable to uniform assignments.
- B. Hair shall not be worn in a manner that hangs loosely in the face or obstructs one's view.

8.0 Personal Appearance of Non-uniformed Civilian Personnel

- A. A civilian member shall wear their hair in a fashion that does not detract from his professional image.

9.0 Wearing of Jewelry for Non-uniformed Police Personnel

- A. Officers in non-uniformed assignments may wear jewelry.
- B. Non-uniformed male officers assigned in an undercover capacity may wear ear studs/rings, if approved by the supervisor.
- C. Non-uniformed female police officers may wear ear studs or "break-away" hoop style earrings that will not cause injury if the earring is pulled. Female officers are limited to wearing one pair of earrings, one in each ear lobe.

10.0 Body Piercing

- A. No body piercing jewelry shall be visible, other than the lower ear lobes on female officers, as prescribed in Section 9.0. This prohibition includes jewelry worn through a pierced tongue, nose or eyebrows.

11.0 Tattoos

- A. No tattoo shall show protruding from the base of the neck to the top of the head and from the base of the wrists to the tips of the fingers.
- B. Tattoos on the exposed parts of the arms must be in good taste and not deemed offensive to contemporary community standards. The final discretion rests with the Chief of Police.
- C. A tattoo deemed offensive shall be covered by a long sleeve shirt at all times when on duty.

12.0 Fingernails

- A. Fingernails shall be kept clean and neatly trimmed at an active length so as not to present an extreme appearance or threaten safety.
- B. Female members may wear fingernail polish. The nail polish may be clear, light, neutral, transparent, sheer or conservative in color, providing it does not detract from the officer's professional image. The same shade shall be worn on all fingernails. Fluorescent colors are not permitted to be worn.

13.0 Exceptions

Exceptions to the personal appearance of Non-uniformed members regulations may be required for operational purposes and must be authorized by the Chief of Police or his designee.

14.0 Attire for Training

Attire for any uniformed or non-uniformed member who has been authorized to attend in-house training or training conducted at an outside facility shall be consistent with the guidelines set forth in sections 3.0 and 4.0 above for non-uniformed personnel, or shall be consistent with any dress requirements set forth by the host organization.