



Grooming and Appearance Standards

S.O.P. #	ORIGINAL DATE	REVISION DATE	APPROVED BY
5.4	1/1/1994	11/17/2018	E. Fox, Chief of Police

5.4.1 POLICY

It is the policy of the Crofton Police Department that all officers be well groomed and presents a professional appearance to maintain the public's trust and respect. Both the self esteem generated in the individual and the respect commanded from the public serve to promote the excellent reputation of the department.

5.4.2 UNIFORMED OFFICERS

A. Male Officers

1. Haircuts - Hair will be neatly groomed, trimmed and tapered neatly to the sides of the head and the to the back of the neck.
2. Sideburns – Sideburns will be kept neatly trimmed at all times and not exceeding below the midpoint of the ear.
3. Facial Hair – Any facial hair will be kept neat and trimmed. Mustaches will not extend over the top of the lip nor extend past the corner of the mouth. Beards are prohibited unless authorized by the Chief of Police for medical or other special events. Beards will also be neatly trimmed when worn.

B. Female Officers

1. Hair Style – Hair styles will be arranged not to present a ragged or unkept appearance. Hair styles will not interfere with the normal wearing of department uniforms or head gear. Ponytails are permitted so as not to interfere with the wearing of the uniform.

C. Wigs, Hair Pieces – Wigs and hair pieces are permitted as long as they conform to Section II Sub Sections A1 and B1 of this instruction.

D. Cosmetics and Colognes – Cosmetics, colognes, perfumes, etc., are permitted to be worn. Cosmetics will not be excessive but should give as natural an appearance as possible.

E. Fingernails – Fingernails will be kept clean and trimmed. Fingernail polish, if worn, may not be excessive.

F. Jewelry – The wearing of visible jewelry will be limited to a wrist watch, rings, and religious necklaces. Female officers may wear small earrings, only one in each ear. Males are prohibited from wearing any visible piercings.

5.4.3 PLAIN CLOTHES OFFICERS

When assigned to plain clothes details such as background investigations, criminal investigations, officers will present a professional appearance at all times. Business or casual attire is permitted. Blue jeans, sneakers, t-shirts



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are prohibited. Grooming standards will remain the same unless the officer is working in a covert capacity which will be approved on a case by case basis by the Chief of Police.

5.4.4 COURT APPEARANCE

Officers will present a professional image at all times while attending court. In District Court, officers are authorized to wear the uniform of the day without the Oregon City load bearing ballistic vest carrier, officers will wear concealed body armor. Officers may also wear business or casual attire. If armed while wearing business or casual attire, officers will have their badge clearly displayed; handguns do not need to be concealed while attending court.

For Circuit Court, officers may wear the uniform of the day following the same rules as above or business attire. It is highly recommended that officers refrain from wearing casual attire unless they are also wearing a sports coat.

Female officers may wear the uniform of the day or appropriate civilian attire as to present a professional image.

5.4.5 EXCEPTIONS

The Chief of Police may grant an exception to any of the rules stated in this instruction on a case by case basis.