

UW Whitewater Police



Code of Appearance

Number: 26.1.1.1	No. Pages: 3
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Special Instructions:

Approved By: Chief Kiederlen	Effective Date: 6/1/2015	Revised Date: 1/19/2023	Revision number: 4
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I. Purpose

The purpose of this General Order is to establish specifications, guidelines and procedures for personal grooming standards and for the wearing of uniform items and uniform accessories by sworn and non-sworn staff.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to adopt standards of personal grooming and cleanliness and to require all sworn and non-sworn staff to exhibit a professional appearance on-duty, to ensure uniformity in all items worn by staff. These guidelines establish that uniforms and uniform accessories will be kept clean, neat and in proper state of repair.

III. Procedure

- A. Uniforms are supplied by the Department. Items not purchased by the Department are noted with an asterisk (*).
- B. All sworn and non-sworn personnel shall maintain their uniform. Cleaning needing to be done due to a hazardous waste exposure will be conducted by the Department.
- C. The uniform is to be worn as issued, except for necessary alterations to ensure proper fit. No modifications, additions, or deletions of any uniform articles are allowed without permission of the Chief or designee.
- D. Unless instructed otherwise, uniformed sworn staff members are granted discretion as to what uniform shirt, uniform pants, and outerwear to wear.
 - 1. The police officer patrol uniform includes:
 - a. Department issued navy pants or shorts;
 - b. Department issued navy shirt, long or short sleeve;
 - c. Department issued outside vest carrier and vest panels;
 - d. Department issued jacket;
 - e. Department issued baseball cap;
 - f. Black or navy winter hat or headband*;
 - g. Black undershirt*;

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- h. Black, long socks and black shine able footwear, or all black tennis shoes*. Short athletic style socks are acceptable if officer is wearing uniform shorts.
 - i. UW-Whitewater Police photo ID;
 - j. Other items approved by the Chief or his/her designee.
 - 2. The police officer dress uniform includes:
 - a. Department issued blue striped pants;
 - b. Department issued long-sleeve button-up shirt with metal badge, metal name tag;
 - c. Department issued tie with metal tie tack or clasp;
 - d. Department issued hat (if designated);
 - e. An interior vest carrier and panels;
 - f. Black, long socks and plain black, plain toe, shine able footwear*;
 - 3. The non-sworn staff uniform includes:
 - a. Business casual attire;
 - b. Any department issued clothing;
 - c. Jeans and capri style pants are permitted, but no shorts will be allowed.
 - d. Appropriate footwear shall be worn regardless of wearing department issued clothing or business casual attire. Dress sandals may be worn, but no flip-flop style shoes.
- E. Inventory
 - a. A list of all issued items and identification for each staff member is maintained. Issued items remain the property of the Department. Department issued portions of the uniform will be distributed upon appointment to the staff member's position and collected at the end of the staff member's appointment or termination.
 - b. An annual inventory will be completed in July of each year to ensure accountability and if there is a need for replacement of items.
 - c. Personnel are required to notify their supervisor as soon as possible if Department issued uniform and equipment items are lost, damaged, destroyed, stolen or rendered unserviceable for replacement.
- F. Code of Appearance: Sworn and non-sworn staff shall maintain a professional appearance. This requires a staff member to be dressed in Department uniform or appropriate attire. If a staff member's assignment requires the staff to deviate from this standard, the staff member can request approval from the Chief or designee.
 - 1. Hair must be groomed and present a professional appearance.
 - a. Sworn Staff: Hair that is longer than shoulder-length must be secured behind the head in a neat and professional appearance.
 - b. The hair shall not interfere with the staff member's vision.
 - 2. Mustaches, beards and goatees are permissible and will be clean and neatly trimmed to maintain a professional appearance.
 - a. Mustaches: will not be excessively bushy, rolled, or curled. A mustache will not extend below the upper lip or beyond the outer points of the mouth.

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- b. Beard and Goatee: Beard and goatee facial hair shall not exceed one half inch (1/2") in length, must be accompanied by a mustache, and is contiguous with no designs shaved into it. The neck area is to be clean-shaven. No portion of the beard may be exceptionally longer than the rest.
 - c. If a department member intends to grow facial hair, they must initiate growing the facial hair during a period of at least two consecutive days off to not give the appearance of failing to shave.
 - d. A department member will be required to shave for respirator fit tests or when the use of a respirator is likely.
 - e. Officers must have necessary equipment at work to trim beard if needed or requested. In the event of an anticipated operational need for use of the gas mask, officers may be ordered to remove their beard immediately and must have the necessary equipment at work to do so in a timely manner.
 - f. The following shall be prohibited:
 - i. Beards or goatees of uneven or patchy growth.
 - ii. Facial hair which takes excessive time to grow (generally, one week), without noticeable progress.
 - iii. Grooming, sculpted lines, or styling of any kind resulting in an unnatural look.
 - iv. Any facial hair regardless of approved length, which has the appearance of being unshaven.
 - g. Supervisors shall ensure compliance with this policy and shall make the initial determination as to what constitutes compliance with this policy. The Chief of Police reserves the final determination of what is and is not compliant with this policy. Employees who are unable to grow facial hair in compliance with this policy shall not be authorized to grow and/or maintain facial hair while in uniform.
3. While on-duty, visible piercings are allowed, as long as they do not diminish the officer's level of professional appearance or interfere with ability to safely and effectively perform assigned duties. Excessive jewelry, as deemed by the Chief or designee, must be removed while on-duty.
4. Visible tattoos are acceptable unless deemed offensive or excessive by the Chief or designee will be covered from view while on duty.