

# Georgia Department of Public Safety

## Policy Manual

SUBJECT <b>UNIFORM AND APPEARANCE</b>	POLICY NUMBER <b>6.01</b>
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### 6.01.1 Purpose

To establish guidelines for the wearing and maintenance of the uniforms of the Georgia Department of Public Safety (DPS) along with the appearance and grooming expectations of all DPS members. When in contact with the public, the uniform appearance of members is generally the first projection of the authority afforded them by the State of Georgia and its citizens; therefore, the uniform appearance shall convey professionalism, pride, and performance capability.

### 6.01.2 Policy

Members shall be attired in uniforms designated by DPS when on duty or working authorized off-duty police employment. The uniform shall be maintained in compliance with departmental and manufacturer's guidelines. Only those uniform complements issued and established by DPS may be worn unless prior exception is granted.

### 6.01.3 Responsibilities

#### A. Department

1. The Department of Public Safety Supply Section shall issue the approved uniform complement to the member upon their initial designation to the appropriate rank.
2. Maintenance of Issued Uniform Complement
  - a. Class "A" and Class "B" shirts and trousers shall be professionally dry-cleaned and the shirts shall be pressed with military creases.
  - b. All issued trousers, excluding BDU trousers, shall be hemmed to fall neatly, without breaks, to 1.5 inches below the rear top seam of the issued shoes.
  - c. Class "C", MCCD Class "D" and the Cadet trouser and shirt/blouse shall be professionally laundered and pressed.
  - d. Shoulder Patches:

Cadets and members holding sworn status with the department shall affix the departmental shoulder patch to each shirtsleeve, with the upper horizontal edge of the patch one inch below the uppermost sleeve seam. The patch shall be affixed to provide for the vertical center of the patch to align with the center of the epaulet or on the shoulder seam.

e. Replacement

- 1) Worn uniforms and equipment are intended to be replaced with SFC/Unit Supervisor Approval.
- 2) Damaged or unserviceable uniform items may be requisitioned through the DPS Supply Section upon assessed need and with the approval of a Troop/Region Officer.
- 3) The DPS Supply Section shall report excessive requests for uniforms and equipment to the appropriate Adjutant or Division Director.

B. Members

1. Shall be responsible for the proper maintenance, wear, replacement and disposal of issued uniforms.
2. May seek reimbursement for alterations of new uniforms upon submittal of a Miscellaneous Expense Form (DPS-603). (See Exhibit 6.01-1 for established rates)
3. Shall seek requisition of uniform items through the semi-annual requisition process to prevent a need for full complement replacement.
4. Shall seek supervisory approval for mixing of uniform items.
5. Shall not combine uniform items with civilian attire.
6. Shall not wear uniforms or any part thereof off duty without Departmental approval.
7. Shall wear the designated uniform of the day at all times during work assignment, unless otherwise authorized by the appropriate Supervisor.
8. Shall be held responsible for negligent loss or damage to of uniform items. Determination of negligence shall be decided by supervisory review.

C. Supervisors

1. Shall instruct new members in the proper assembly, wear and maintenance of uniforms and complements.
2. Shall address uniform deficiencies with the member.
3. Shall seek through the appropriate court, repayment for uniforms/equipment damaged during violator confrontations.
4. The DPS Supply Section upon retirement, dismissal, resignation, suspension or contingency leave of a member shall designate the issued uniform items to be turned in.
  - a. Retirement – The equivalent equipment issued in the initial complement.
  - b. Dismissal and Resignation – Members shall return all issued uniform items.
  - c. Suspension, Administrative Leave and Contingency Leave – Members shall return badges, firearms, identification cards, Departmental keys and other equipment so designated.
5. A suspended member or a member on administrative leave shall not wear any part

of the official uniform, act in the capacity of, or represent themselves as a member of the Department in any manner.

#### **6.01.4 Sworn Uniform Complement, Designation/Application**

A. Class "A" Uniform shall consist of:

1. Gray dress trouser;
2. Long sleeve shirt;
3. Tie and tie tack;
  - a. Ties shall be secured to a shirt button and by the tie tack in order to prevent excess movement of the tie.
  - b. The tie tack shall be placed between the third and fourth shirt buttons of the front shirt closure.
4. High gloss garrison belt;
5. Badge;

The badge shall be attached to the left pocket flap, with the uppermost points of the eagle's wings aligned between the double horizontal seams at the top. The left outermost part of the badge shall be vertically aligned with the center of the flap button. Badges for MCCD Officers shall be attached in the appropriate location above the left shirt pocket.

6. Nameplate;

The top of the nameplate shall be located at and in a straight line with the bottom horizontal seam of the uppermost right pocket flap (as worn by the member). It shall be centered over the pocket flap button.

7. Whistle-chain;

The whistle-chain shall be worn by sworn members and shall be attached to the right shoulder epaulet (as worn by the member), with chain passing under the epaulet, the hook turned upward and located as near the sewn "X" as possible. The opposite end shall be placed in the right shirt pocket, under the right side of the pocket flap.

8. Collar insignia (see 6.01.8, B.);

- a. Faithful Service Stars represent the accrued departmental service of the member.
- b. Each Faithful Service Star represents five years of service.
- c. If a member is within two years of obtaining the next Faithful Service Stars, it may be added.
- d. Faithful Service Stars are worn on the Class "A" uniform shirt only.
- e. Faithful Service Stars shall be centered one half inch above the uppermost seam of the left cuff and one to one and a half inches from the seam of the

sleeve opening. The outside (left) border of the Faithful Service Stars material should be aligned along the vertical sleeve crease.

9. Felt hat, to include the hat badge, strap, and appropriate hat braid for the sworn member's rank.

- a. The braid length, when properly trimmed (no knots or winding) shall fall naturally with acorns even at the edge of the brim.
- b. The hat strap, when properly adjusted under normal conditions shall fall in a straight line with the top of the ears.
- c. Commissioned officers shall wear gold braid.

- 1) GSP

TFCs through SFCs shall wear blue and gold (mixed) braid. Troopers shall wear silver braid.

- 2) MCCD

Motor Carrier Compliance Officer II through SFC shall wear blue and gold mixed braids, and Motor Carrier Officer I shall wear the silver braid.

- 3) Capitol Police

Police Officer 2 through SFC shall wear blue and gold mixed braids, and Police Officer I shall wear the silver braid.

10. High gloss black shoes;

11. Black socks;

12. High gloss gun belt and high gloss gun belt gear consisting of:

- a. Holster;
- b. Baton and case;
- c. Handcuffs and case;
- d. O.C. Spray and case, and
- e. Ammunition Magazine case.

13. Service weapon, magazines, and ammunition;

14. Back-up weapon and holster;

15. Any issued insignia unique to the rank or service recognition of the member; and

16. Writing pen(s) shall be carried and, when worn, shall complement the uniform.

- B. Class "B" Uniform shall consist of:

1. Everything listed under Class "A", with the tie, tie tack, felt hat, service stripes and long sleeve shirt omitted;

2. Short sleeve shirt; and
  3. Straw hat, to include the hat badge, strap, and appropriate hat braid for the member's rank.
    - a. The braid length, when properly trimmed (no knots or winding) shall fall naturally with acorns even at the edge of the brim.
    - b. The hat strap, when properly adjusted under normal conditions shall fall in a straight line with the top of the ears, with the buckle behind the right ear.
    - c. Commissioned officers shall wear gold braid. TFCs/Motor Carrier Officer 2s/Police Officer 2s through SFCs shall wear blue and gold (mixed) braid. Troopers/Motor Carrier Officer 1s/Police Officer 1s shall wear silver braid.
- C. Riot Uniform shall consist of issued:
1. Royal Robbins utility pant;
  2. Utility blouse;
  3. Designated utility shirt;
  4. Baseball cap;
  5. Velcro, nylon web garrison belt;
  6. Nylon web gun belt and nylon web gun belt gear;
  7. Service weapon, magazines, and ammunition;
  8. Black socks;
  9. Boots; and
  10. Any other equipment appropriate to the duty assignment, (e.g., gas mask bag and gas mask, baton, helmet, shield, or shinguards.)
- D. Training Uniform (Class "C") shall consist of issued:
1. Royal Robbins utility pant;
  2. Golf shirt;
  3. Baseball cap;
  4. Velcro, nylon web garrison belt;
  5. Black socks; and
  6. Black athletic shoes.
- E. MCCD Class "D" (work) Uniform shall consist of:
1. Dark Blue short sleeve inspector shirt;
  2. Dark Blue long sleeve inspector shirt;

3. Dark Blue inspector trousers;
  4. Velcro, nylon web garrison belt;
  5. Badge (shall be attached in the appropriate badge tabs located above the left shirt pocket);
  6. Nameplate: The top of the nameplate shall be located at and in a straight line with the bottom horizontal seam of the uppermost right pocket flap (as worn by the member.) It shall be centered over the pocket flap button;
  7. Whistle-chain: The whistle-chain shall be worn by sworn members and shall be attached to the right shoulder epaulet (as worn by the member), with chain passing under the epaulet, the hook turned upward and located as near the sewn "X" as possible. The opposite end shall be placed in the right shirt pocket under the right side of the pocket flap;
  8. Collar insignia (see 6.01.8, B);
  9. Straw hat, to include the hat badge, strap, and appropriate hat braid for the member's rank.
    - a. The braid length, when properly trimmed (no knots or winding) shall fall naturally with acorns even at the edge of the brim.
    - b. The hat strap, when properly adjusted under normal conditions shall fall in a straight line with the top of the ears, with the buckle behind the right ear.
    - c. Commissioned officers shall wear gold braid. Motor Carrier Officer 2 through SFCs shall wear blue and gold (mixed) braid. Motor Carrier Officer 1 shall wear silver braid.
  10. Boots;
  11. Black socks; and
  12. Any other equipment appropriate to the duty assignment.
- F. Uniform for Trooper Cadet and MCCD Cadet shall consist of:
1. Dark navy blue trouser;
  2. Dark navy blue long or short sleeve shirt;
  3. Issued cap;
  4. Badge, nameplate (see 6.01.4, A. 5-6) and collar insignia (see 6.01.8, B);
  5. High gloss garrison belt;
  6. High gloss black shoes;
  7. Black socks;
  8. Writing pen(s) shall be carried and, when worn, shall complement the uniform; and
  9. Specific gear as required by the duty assignment.

G. Jackets

1. Sworn members and cadets shall affix to each sleeve of the issued jacket the departmental patch in the same manner as prescribed for the shirts.
2. All members holding Commissioned or Non-Commissioned ranks shall wear the appropriate insignia of rank centered and attached over the "X" sewn in the epaulet.
3. When weather conditions dictate, the appropriate jacket will be worn in combination with the designated uniform of the day.

H. Boots

1. Boots may be worn during normal patrol duties, only with approval from the member's Post Commander.
  2. MCCC officers shall wear boots with the class "D" uniform unless otherwise directed by the Region Commander.
  3. Boots shall be kept clean and polished with the soles properly maintained.
  4. At no time will Departmental issued boots be worn for personal use (i.e. hunting, fishing, camping, yard work, farm work, etc.)
  5. The high gloss black shoes shall be worn for all other duties: court appearances, special details when uniform shoes are designated by a supervisor, civic club appearances, funeral details, and safety talks.
  6. Post Commanders shall strictly enforce the guidelines of wearing boots as outlined above. If abused, this privilege can be suspended or removed entirely from anyone in violation of these guidelines.
- I. The Class A uniform shall be worn to all funerals for active sworn members of law enforcement; and any funeral deemed by the GSP North/South Adjutant or MCCC Adjutant.
- J. Specialist duty assignment uniforms shall be worn as designated by specific Standard Operating Procedure Manuals or policy.

K. Special Designations and Specific Wear Instruction

1. At the discretion of the supervisor, during "common" duty assignment involving several members, such as court, dual patrols or special details, all attending members shall wear identical uniforms, which may include jackets.
2. The supervisor appropriate to the detail level shall determine uniform designation for special details.
3. Designated hats and caps are a part of the uniform complement and shall be worn while in any outdoor contact with the public. Hats and caps shall not be worn reversed, or tilted to the side or rear.
4. Members shall not wear any T-shirt or other under garment that shows or allows distraction from professional appearance of the uniform.

## **6.01.5 Dispatcher Uniform Complement**

- A. Dispatchers Uniform shall consist of:

1. Dark navy blue trouser;
2. Gray embroidered golf shirt; (Shirt will be embroidered with "Chief" or "Supervisor" if applicable.)
3. Black jacket;
4. Black belt;
5. Black socks, and
6. Black lace up shoes.

B. Items 1-3 are provided by the Department. Items 4-6 shall be provided by employee.

### **6.01.6 Uniform Complement Issuance and Replacement**

#### **A. General Information Regarding Supply Complements**

1. During the year, should a member lose or gain weight, such members shall have clothing altered and submit the appropriate forms for reimbursement. Trouser waists can only be altered 1 inch either way. If trouser waist must be altered by more than one inch, a request for new clothing shall be made with Troop/Region Officer for approval. New clothing shall not be issued merely because a member loses or gains weight. The correct, current size of each individual shall be displayed on the requisition form. Clothing shall be issued according to the size displayed on the form.
2. Disposable items are not required to be turned in to Supply, but members are expected to maintain their complement of items. Shoulder patches should be removed and disposed of at the post or region. Items (*e.g.* leather goods, etc.) should be inspected by the supervisor prior to requesting replacement.
3. When an emergency replacement is necessary, telephone/e-mail requests are preferred to in-person requests, unless the member is at Headquarters. Random visits to the Supply shall be discouraged.

### **6.01.7 Appearance and Grooming – Members in Uniform**

#### **A. Responsibilities**

1. Department
  - a. DPS provides uniforms as a benefit to members and to provide for uniformity of appearance, thereby permitting the establishment and enforcement of grooming and appearance expectations for members in uniform.
  - b. The Divisions of GSP, MCCD and Capitol Police shall seek to clearly communicate the grooming and appearance expectations to members.
2. Supervisors
  - a. Are expected to aid the clear communication of Department uniform expectations to members, and
  - b. Shall appropriately address and enforce Departmental uniform appearance expectations.



### 3. Members in Uniform

- a. Shall comply with departmental uniform appearance expectations;
- b. Are expected to be conversant in departmental uniform appearance expectations.

### B. Guidelines

A professional appearance is expected of all members. The following guidelines include basic elements for appropriate and professional appearance standards. Although it is impossible to establish an absolute appearance code, DPS will apply a reasonable and professional workplace standard to individuals on a case-by-case basis, as needed.

#### 1. Personal Hygiene

- a. Members shall bathe regularly, appear for duty in a clean condition, practice good personal hygiene, and present no offensive odor or appearance.
- b. Members shall be conservative in the use of cologne, perfumes, grooming aids, etc.

#### 2. Appearance

##### a. Hair

- 1) All members shall wear clean hair that presents a neat appearance.
- 2) Members are prohibited from wearing any extreme hairstyle that detracts from their professional appearance. DPS will apply a reasonable and professional workplace standard to individuals on a case-by-case basis, as needed.
- 3) Hair shall be of a natural color (i.e. blond, black, brown, red or grey) and not such that would diminish the professional uniform appearance. Fluorescent or similar dyed hair colors are prohibited. Non-visible substances are permitted.
- 4) Wigs/hair pieces may be worn when the wig and natural hair meet the standards outlined in this policy.
- 5) Hair shall not show on the forehead under the front brim of the uniform hat. Hairstyles, including but not limited to the bulk or length of hair shall not interfere with the proper wearing of the uniform headgear.
- 6) Spray on substances, colors or glitter are prohibited.
- 7) Members shall not have facial hair.
- 8) Hair Particular to Male Members -
  - i. The hair on top of the head shall be neatly groomed; when combed, it shall not fall over the ears or eyebrows. It shall remain above the collar.
  - ii. Hair on the sides and back of the head shall present a tapered appearance and shall not touch the collar except for the closely cut hair

at the back of the neck.

- iii. Sideburns if worn, shall be neatly trimmed with the base clean-shaven in a horizontal line not extending below the middle of the ear.

9) Hair Particular to Female Members -

- i. Hair may be worn over the ears but shall not extend below the bottom of the ears.
- ii. Hair shall be securely pulled back away from the face and collar brass.
- iii. Hair shall not extend more than three inches below the collar and shall not interfere with the proper wearing of the hat.
- iv. Ponytails are permitted. Ponytails longer than three inches below the bottom of the collar shall be pulled up in a bun or secured in such a fashion as not to exceed the three-inch maximum. Only one ponytail is permitted.
- v. Hair may be worn with bangs, but they shall not be visible while the hat is worn.
- vi. Hair may be braided if the style presents a neat, conservative, and professional appearance. Dreadlocks and twists are prohibited.
- vii. Hair clasps, barrettes or fasteners must correspond with hair color or may be gold or silver in color to correspond with rank. "Scrunchies" and "butterfly clips" are permitted provided they are solid brown, black or tan in color and do not interfere with the proper wearing of the hat. Hairnets, ribbons, beads, etc. are prohibited.

b. Facial makeup

- 1) If worn, cosmetics shall be conservative and professional in appearance, understated rather than overwhelming in application and shall blend in with the natural color of the skin.
- 2) Facial makeup products, that substantially alter the natural skin tone, are prohibited.
- 3) Artificial eyelashes are prohibited, unless for medical purposes.

c. Body Art, Tattoos, Brands, Images and Expressions

- 1) Members shall not have body art, tattoos, brands, or images that a reasonable person would find offensive.
  - a) Body art, tattoos, brands, or images that a reasonable person would find offensive shall include, but not be limited to:
    - i. Depictions of nudity, violence, or criminal activity;
    - ii. Sexually explicit/vulgar or profane art, words, profane language;
    - iii. Symbols likely to incite a strong negative reaction in any group, (e.g., swastikas, etc.), and

- iv. Initials, symbols, or acronyms that represent criminal or historically oppressive organizations or activities (e.g., AB, KKK, SS, street gang names, numbers, and/or symbols).
- 2) Body art, tattoos, brands, or images on the neck, face, head, hands, and fingers and/or which would be visible while on duty wearing the Class A uniform or civilian attire is prohibited.
  - a) DPS will use the crease of the wrist as a guide to determine visibility of body art, tattoos, brands, or images in the Class A uniform.
  - b) Exceptions include tattoos/brands that are covered by one ring per hand or by a watch band worn on either the left or right wrist.
- 3) Members with body art, tattoos, brands, or images that are visible in the Class B uniform shall wear the Class A, long sleeve uniform year-round.
  - a) DPS will use the crease of the arm and the tip of the elbow as a guide to determine visibility of body art, tattoos, brands, and images in an unaltered/un-tapered Class B uniform. Body art, tattoos, brands, or images which are above the crease of the arm and the tip of the elbow yet are visible in the Class B uniform are prohibited. The short sleeve uniform shirt may be professionally altered to lengthen the sleeve; however, the sleeve shall not extend below the elbow.
  - b) Members who are required to wear the Class A uniform year-round are authorized to wear the summer "straw" hat during the summer uniform transition. Members will transition to winter "felt" hat during the winter uniform transition.
  - c) Members required to wear the Class A uniform year-round shall also wear the following:
    - i. The designated long sleeve utility shirt, while in the Departmental riot uniform.
    - ii. The designated long sleeve golf/polo shirt while in the Class C training uniform.
    - iii. The designated long sleeve inspector shirt while in the MCCD Class D uniform.
  - d) Trooper Cadets and Motor Carrier Cadets enrolled in Trooper School or MCO School, who upon graduation would be required to wear the Class A uniform year-round, shall wear a long sleeve training shirt during their training phase.
  - e) Cadets, dispatchers, weight inspectors, and safety officers will wear a designated long sleeve uniform shirt, if applicable.
- 4) Body piercings/body modification implants, which are visible anytime while on duty and/or in uniform are prohibited.
- 5) The use of cosmetic cover-up make-up to conceal body art, tattoos, brands, or images is prohibited.
- 6) Members who wish to obtain any body art, tattoos, brand, or image which would be visible in a Class B uniform, must notify his/her respective chain

of command so that proper uniforms may be requisitioned. These members shall acknowledge the required change of uniform to the Class A uniform year-round as well as additional uniform requirements stated in this policy.

- 7) Members who prefer to wear the Class A uniform year-round for reasons other than tattoos/brands may do so only after seeking approval through the chain to their respective adjutant.
  - 8) Prior to employment with the Department of Public Safety, an applicant shall sign a "Uniform and Appearance" policy statement acknowledging their understanding of the policy.
  - 9) Any visible permanent or temporary dental implants or device(s) that are unnatural in color, shape or size are prohibited for sworn members.
- d. Fingernails
- 1) Fingernail polish if worn, shall be clear.
  - 2) Fingernails shall be clean and shall not exceed 1/8 inch beyond the nail bed.
- e. Jewelry
- 1) One watch, design and band shall be of a professional design.
  - 2) Only necessary medical bracelets or pendants shall be worn.
  - 3) Rings shall not exceed one per hand. A wedding set is considered one ring.
  - 4) Rings shall not be worn on the trigger finger.
  - 5) One necklace may be worn but shall not be visible outside the uniform.
  - 6) Earrings
    - a) Male

No earrings shall be worn while on duty in uniform.
    - b) Female
      - i. Studs/gold, white gold, silver, pearl, or diamond (1/8 inch maximum).
      - ii. One per ear.
      - iii. Matching pair.
      - iv. On the ear lobe.
    - c) Ear stretching is prohibited.
- f. Eyewear
- 1) If eyeglasses are worn they shall be maintained in good condition and shall be conventional and professional in nature.

- 2) Members may only wear eyeglasses and sunglasses with gold, silver, black, brown, or gray colored frames. The eyewear shall be of professional type. No faddish, multi-colored, or mirrored eyewear shall be worn.
- 3) Contact lenses of an unnatural color are prohibited.

### 6.01.8 Uniform Insignia

- A. Insignia of rank:
  1. Commissioned Officers shall wear the appropriate insignia of rank centered and attached over the "X" sewn in the shoulder epaulet.
  2. Non-Commissioned Officers shall wear the chevrons depicting their rank on each shirtsleeve. The chevrons shall be vertically centered with the departmental shoulder patch, with the uppermost chevron point 0.75 inch below the lower horizontal edge of that patch.
  3. Master/Senior Troopers shall wear the appropriate nameplate depicting their rank and years of service.
- B. Collar Insignia shall be located 1.5 inch above the point of the collar, with the bottom edges aligned to present a horizontally straight line.

### 6.01.9 Ribbons and Pins

- A. Award ribbons may be affixed in accordance with Department Awards Program Policy #20.01.
- B. Field Training Officer (FTO) Ribbon shall be worn by members with "active status" as an FTO with the department. This requires that the member achieve and maintain the FTO status in compliance with Field Training Officers Policy #23.01. The FTO Ribbon shall be worn in accordance with the Department Awards Program Policy #20.01.
- C. **One specialty unit pin** shall be worn centered one-half inch above the uppermost seam of the right pocket flap or one-half inch above any special recognition ribbons worn above the uppermost seam of the right pocket flap. **(Active members only.)**  
Approved specialty unit pins:
  1. SOG SWAT Team
  2. SOG Dive Team
  3. Training Division
  4. Motor Unit
  5. Aviation
  6. FLIR
  7. Canine Unit
  8. NRAD
- D. The SWAT Physical Fitness pin shall be worn in accordance with the Department

Awards Program Policy #20.01.

- E. Active members of the SCRT, Recruiting and Honor Guard shall wear the appropriate nameplate depicting their respective unit.
- F. Active members of Nighthawks, CIU, Critical Incident Support Team and HOV Unit shall wear the unit pin in accordance with the Departmental Awards Program Policy #20.01.
- G. Members may wear the recognition ribbon for the branch of military in which they honorably served. Honorable service must be documented by DD-214.
- H. Members may wear the State of Georgia Service pin on the left pocket flap, one-half inch from the left edge of the pocket, and the top of the pin shall be located at the bottom seam at the top of the flap.
- I. One special recognition pin may be worn on the right pocket flap, one-half inch from the right side of the pocket flap, aligned with the nameplate. The following are special recognition pins:
  - 1. Governor's Public Safety Award;
  - 2. Professional Management Program (PMP);
  - 3. Command College;
  - 4. FBI National Academy;
  - 5. CVSA Certified Inspector, or
  - 6. Other appropriate pins when approved by the Commissioner or his designee.
- J. Pins/ribbons not expressly authorized by this policy or the Commissioner shall not be worn.

#### **6.01.10 Appearance and Grooming for Non-Sworn Members in Uniform**

- A. While not sworn members, the appearance of all uniformed members is important in portraying professionalism and responsibility while in the performance of their duties.
- B. Dispatchers are not required to wear the designated Dispatcher Uniform. Dispatchers who choose not to wear the uniform must conform to all other requirements associated with civilian appearance as designated in this policy.
- C. All non-sworn uniformed members, including Dispatchers (who choose to wear the Dispatcher uniform), Weight Inspectors and Safety Officers, shall adhere to all guidelines outlined in this policy for sworn members, with the exception of the restrictions placed on female hair or as otherwise noted.

#### **6.01.11 Appearance and Grooming for Civilian Members**

- A. DPS requires a professional appearance for all DPS members.
  - 1. The appearance of civilian members is important in portraying professionalism and responsibility while in the performance of their duties.
  - 2. Although it is impossible to establish an absolute appearance code, DPS will apply

a reasonable and professional workplace standard to members on a case-by-case basis, as needed.

3. Civilians shall adhere to all guidelines set forth by this policy.

B. Guidelines – the following guidelines include basic elements for appropriate and professional appearance:

1. Personal Hygiene

- a. Members shall bathe regularly, appear for duty in a clean condition, practice good personal hygiene, and not present an offensive odor or appearance.
- b. Members shall be conservative in the use of cologne, perfumes, grooming aids, etc.

2. Hair

- a. Hair shall be of a natural color (*i.e.* blond, black, brown, red or gray) and not such that would diminish the professional appearance. Fluorescent or similar dyed hair colors are prohibited. Non-visible substances are permitted.
- b. Hairstyles for civilian members, both female and male, shall conform to professional styles and lengths.
- c. Members are prohibited from wearing any extreme hairstyle that detracts from their professional appearance.

3. Body Art, Tattoos, Images and Expressions

- a. The display of body art, tattoos, brands, or images that a reasonable person would find offensive is prohibited.
- b. For purposes of this section, “display” includes:
  - 1) May become visible during member’s work activities, and/or
  - 2) The image, phrase or other expression is found on any clothing item or accessory worn by the member during work activities.
- c. Body art, tattoos, brands, or images that a reasonable person would find offensive shall include but not be limited to:
  - 1) Depictions of nudity, violence, or criminal activity;
  - 2) Sexually explicit/vulgar or profane art, words, profane language;
  - 3) Symbols likely to incite a strong negative reaction in any group (*e.g.*, swastikas, etc.); and
  - 4) Initials, symbolism, or acronyms that represent criminal or historically oppressive organizations or activities (*e.g.*, AB, KKK, SS, street gang names, numbers, and/or symbols).

4. Except if worn in the ears, no body piercing/body modification implant of any kind shall be displayed while a member is on duty or in DPS facilities.

5. Two earrings per ear are the maximum that can be worn.

6. Fingernails shall be clean and present a professional appearance.
7. If worn, cosmetics shall be conservative and professional in appearance.
8. Jewelry, if worn, shall present a professional appearance.
9. Ear stretching is prohibited.

C. Clothing

1. Employees shall keep in mind that this is a State agency where professional appearance is expected and shall dress accordingly.
2. All employees should be neat and clean in appearance.
3. Mini-skirts, shorts, any attire that is overly revealing (e.g., reveals the midriff area, halters, spaghetti straps) are not permissible as proper business attire.
4. Workout clothes, sweatpants, wind suits, non-religious head covering, and blue jeans shall not be permissible as proper business attire.
5. Division Directors may authorize exceptions to this policy.