

GENERAL ORDER

March 2023

Immediately

II-05

Distribution: All Employees

Subject: **PERSONAL APPEARANCE**

Index as:	Apparel	Hairstyle Regulations	Jewelry Regulations
	Court Appearance Apparel	Fingernail Painting	Tattoos

Accreditation Standards: 22.1.6

Cross Reference: [G.O. III-05, Uniforms and Equipment](#)
Rules and Regulations of the Personnel Management System, Section 5

Replaces: G.O. II-5, Personal Appearance (June 10, 2021)

This Order establishes Department policy regarding personal appearance. It consists of the following sections:

- I. Policy
- II. Definitions
- III. Hairstyle Regulations
- IV. Prohibited Hairstyles
- V. Apparel
- VI. Jewelry Regulations for Sworn Employees On Duty
- VII. Tattoos
- VIII. Controls

I. POLICY

All personnel, while on duty, will be well-groomed and present a professional appearance as they represent the St. Petersburg Police Department. This Order defines normal business attire and, in cases where appearance is considered to be non-compliant or extreme, a review will be conducted by the Chief of Police, or designee.

II. DEFINITIONS

A. Employee – A full or part-time employee of the St. Petersburg Police Department.

B. Sworn Employee – A member of the St. Petersburg Police Department who is certified as a police officer by the State of Florida and serves in that capacity.

III. HAIRSTYLE REGULATIONS

A. Sworn Male Employees

1. Hairstyles will be worn in a fashion that is professional in appearance and style, and in keeping with normal business standards as determined by the St. Petersburg Police Department. Maximum extension out from the head will be no more than one and one-half inches (1-1/2"), tapered to no more than one inch (1") bulk (extension from the skin) at the back of the neck. Hair will not extend over the top of the ear when groomed and will not touch the back of the collar in normal posture.

2. Sideburns will not extend below the earlobe and will at no point be more than one and one-half inches (1-1/2") wide. Sideburns will not flare and will be trimmed horizontally across the bottom.

3. Mustaches are permitted and must be neatly trimmed at all times. Mustaches will not extend more than one-half inch (1/2") horizontally beyond the corners of the mouth, will not extend below the corners of the mouth, and will not cover any part of the upper lip.

4. Beards are not permitted to be worn by any personnel wearing a Department uniform. Beards on personnel not wearing a uniform must be neatly trimmed, not to exceed one-half inch (1/2") in length. The cheekbone and neck area must be shaved to present a uniform styled appearance. Only full beards will be allowed. Goatees are prohibited. Officers desiring to grow a beard will do so while away from the workplace. To avoid an unkempt, unprofessional appearance, a minimum of two weeks' (14 days') growth must be present prior to returning to duty.

5. Wigs which are neat, clean and natural in appearance will be permitted, provided they conform to the guidelines established in this order.

B. Non-Sworn Male Employees

Hairstyles will be worn in a fashion that is professional in appearance and style, and in keeping with the normal business standards as determined by the St. Petersburg Police Department. Beards, long hair and sideburns will be acceptable if well maintained, and the style does not push the limits of public acceptance or create an extreme appearance as determined by the St. Petersburg Police Department.

C. Sworn Female Employees in Uniform

1. Hairstyles will be worn in a fashion that is professional in appearance and style, and in keeping with normal business standards as determined by the St. Petersburg Police Department. Maximum extension out from the head will be no more than two and one-half inches (2-1/2").

a. Loose, unsecured hair will not exceed three inches (3") below the base of the back of the collar.

b. Longer hair must be neatly pinned or tied back, away from the face and collar, and will not extend more than six inches (6") below the base of the back of the collar.

c. When wearing the uniform hat, hair must be secured in a manner to allow proper wearing of the hat, and will not exceed three inches (3") below the base of the back of the collar.

2. Visible hair accessories are limited to plain black, silver or gold tone barrettes and/or dark green or black cloth or elastic ties. (Bows, dangling ribbons, etc., are prohibited.)

3. Wigs which are neat, clean and natural in appearance will be permitted, provided they conform to the guidelines established in this Order.

D. Sworn Female Employees not in Uniform and Non-Sworn Female Employees

1. Hairstyles will be worn in a fashion that is professional in appearance and style and in keeping with the normal business standards as determined by the St. Petersburg Police Department.

E. Specialized Units

1. Rules governing hairstyle for undercover or other non-uniformed specialized units will be determined by the necessity of the work.

IV. PROHIBITED HAIRSTYLES

A. The following hairstyles are prohibited for all employees (except those in specialized units noted above):

1. Mohawks

2. Punk Style (spikes, tails, unusual colors)

3. Designs engraved into the hair
4. Hairstyles deemed to be "extreme" (not within the norm of professional business standards).

B. Hairstyles deemed to be "extreme" will be handled on a case-by-case basis with the ultimate decision lying with the Chief of Police, or designee.

V. APPAREL

- A. Employees wearing uniforms (See General Order III-5, Uniforms and Equipment).
- B. Employees not wearing uniforms

1. Sworn Employees

a. Reasonable standards of personal appearance will be established and enforced by the supervisors of non-uniformed personnel. Appropriate work attire will be determined by the type of work to be performed and the amount of public contact required.

b. Normally accepted business attire for non-uniformed personnel may include the following:

- 1) Neatly pressed dress jeans
- 2) Pressed casual slacks
- 3) Polo-style knitted shirts
- 4) Casual shoes or plainly styled boots
- 5) Conservatively styled windbreaker jackets.

c. Fashions which are considered not acceptable working attire will include:

- 1) T-shirts, sweatshirts
- 2) Faded, discolored, or torn jeans
- 3) Tennis shoes, canvas shoes, sandals, flip-flops
- 4) Shorts
- 5) Drawstring pants
- 6) Extreme western attire
- 7) Athletic wear.

2. Non-Sworn Employees

a. Appearance and dress for non-sworn employees will be in accordance with this Order and the *City of St. Petersburg Rules and Regulations of the Personnel Management System*.

3. Court Appearances

a. Male employees, including specialized units, attending court, where an appearance before a judge can be expected, will wear a coat and tie with appropriate slacks or the uniform of the day. Dress slacks or jeans, and a dress shirt or a sport shirt with a collar and buttons can be worn when an appearance before a judge is not expected (State Attorney investigations, depositions, etc.). T-shirts, shorts, flip-flops, and other casual wear are not acceptable.

b. Female employees, including specialized units, attending court, where an appearance before a judge can be expected, will wear a business suit, dress, appropriate business attire or the uniform of the day. Dress jeans and a dress shirt can be worn when an appearance before a judge is not expected (State Attorney investigations, depositions, etc.). T-shirts, shorts, flip-flops, and other casual wear are not acceptable.

c. The only exception to the above will be those personnel whose work necessitates unusual attire, such as specialized units, and who are on duty, or enroute to or from duty, at the time of their court appearance and are not expected to appear before a judge.

VI. JEWELRY REGULATIONS FOR SWORN EMPLOYEES ON DUTY

A. Jewelry is limited to the following for sworn employees:

1. One ring on each hand (wedding band set is acceptable).
2. A bracelet that does not exceed one-half inch (1/2'') in diameter (leather or cloth bracelets are not acceptable).
3. A watch with a face that does not exceed one and one-half inches (1-1/2'') in diameter.

4. Jewelry worn around the neck will not be visible while in uniform.
5. Females may wear a maximum of two (2) earrings in each ear and must be worn in the ear lobe, with the following restrictions:
 - a. Hoop earrings not to exceed one-half inch (1/2") in diameter.
 - b. Post earrings not to exceed one-half inch (1/2") in diameter.
6. Males are prohibited from wearing earrings during all on-duty hours, including court appearances and training, except as authorized by their Unit Commanders.

VII. TATTOOS

A. The following details Department policy on tattoos for all employees:

1. Tattoos that are visibly displayed will not be potentially offensive to the community, as determined by the Chief of Police.
2. Tattoos on the hands, face, neck, and scalp are prohibited.
3. Tattoos on the arm, above the wrist, and below the elbow, that are deemed potentially offensive to the community as determined by the Chief of Police, or designee, will be covered. Approved coverings are as follows:
 - a. For the Class B uniform:
 - 1) An approved long-sleeved dark blue or black compression shirt. [G.O. III-05, Uniforms and Equipment](#), or
 - 2) The Class A uniform shirt with no tie.
 - b. For the Class C uniform:
 - 1) An approved long-sleeved black compression shirt. [G.O. III-05, Uniforms and Equipment](#), or
 - a) The Class A uniform shirt with no tie.
 - c. Non-uniformed sworn and civilian employees may wear a long-sleeve, business/business casual appropriate shirt.
4. Any employee may have their tattoo(s) professionally removed (by laser surgery, etc.) at any time.

B. Exceptions to this policy must be authorized by the Chief of Police.

IX. CONTROLS

A. Strict adherence to this Order will prevail within the St. Petersburg Police Department. All ranking members within each Bureau will make certain that all subordinates are in full compliance with these guidelines.

Anthony Holloway
Chief of Police