



KINGSTON TOWNSHIP POLICE DEPARTMENT

180 East Center Street
Shavertown, PA 18708

General Order 5.1.4

Subject:

Personal Appearance

Date of Issue:

October 31, 2014

Rescinds:

Old 1.8.1

Revision Dates:

03/18/2016, 12/30/2019, 10/02/2020, 10/26/2020, 01/15/2023, 04/30/2024

PLEAC References:

1.8.1

By Authority of:

Chief of Police: Martin Maransky

Signature:

I. Purpose

The purpose of this general order is to establish the standards of uniform dress, authorized equipment and grooming for applicants and personnel (sworn officers, uniformed and non-uniformed, and non-sworn employees) of the Kingston Township Police Department (KTPD).

II. Policy

It shall be the policy of the Kingston Township Police Department (KTPD) that all personnel comply with the provisions of this general order.

III. Procedure

A. Appearance (PLEAC 1.8.1b)

1. All employees - Generally.

- a. Personnel will maintain a clean, neat, and well-groomed appearance in dress and deportment at all times during working hours. Any circumstance not specifically addressed in this policy that detracts from a professional appearance is prohibited.

b. Hairstyle and Cosmetics

- 1) Male - The top of the head shall be neatly groomed. Hair shall present a tapered appearance and when combed, it shall not fall over the ears, eyebrows, or touch the collar, except the closely cut hair at the back of the neck. Sideburns shall be neatly trimmed and the base will be a clean-shaven horizontal line. Sideburns shall not extend downward beyond the middle of the earlobe and shall be even width (not flared). Beards, goatees and mustaches shall be neatly groomed.
- 2) Female - The hair shall be neatly groomed, natural colored, will be worn in a manner so that it does not extend beyond the bottom of the uniform collar or interfere with the wearing of all headgear. Hair accessories shall be a neutral color. Excessive cosmetic use is prohibited.

c. Tattoos, Replica Tattoos, Ear Gauges, Plugs, or Tunnels and Piercing:

- 1) Applicants and personnel are prohibited from having head, facial, neck and/or hand tattoos and/or brandings.
 - a) Exception: A "ring" tattoo on the left ring finger symbolic of marriage is authorized.
- 2) Applicants and personnel are prohibited from displaying offensive tattoos.
- 3) Applicants and personnel are prohibited from having ear gauges, ear plugs or ear tunnels.
- 4) Ornamentation: Applicants and personnel shall not wear any item of ornamentation in their nose, eyebrow, tongue or any other location of their body which is visible while functioning in a law enforcement capacity, with the exception of earrings permitted for female personnel. Ornamentation shall include body piercing jewelry, intentional body mutilation, scarring or foreign objects inserted in or under the skin.
 - a) Female personnel may wear one earring per ear and the earrings worn will be a small stud or loop not larger than one-half (1/2) inch in diameter while on duty.
 - b) Male personnel are prohibited from wearing any earrings while on duty.

- 5) Dental: Applicants and personnel are prohibited from the use of gold, platinum, or other veneers or caps for the purposes of ornamentation. Teeth, whether natural, capped, or veneer will not be ornamented with designs, jewels, initials, etc.
- 6) Intentional body mutilation: Applicants and personnel are prohibited from displaying intentional body mutilation. Examples of prohibited intentional mutilation includes, but is not limited to, split or forked tongues, foreign objects inserted under the skin to create a design or pattern, and intentional scarring, etc. which is visible.
- 7) Contact lenses: If worn on duty, contact lenses of personnel shall be of a natural eye color. Unnaturally colored contact lenses that create an unnatural eye color or shape and contact lenses with graphic designs of any kind are prohibited.

2. Sworn Officers

a. Uniformed

- 1) The uniform identifies a sworn officer as a representative of Kingston Township and shall be clean, well-pressed, and buttoned appropriately at all times.
- 2) The following regulations will be followed by all sworn officers:
 - a) Only approved uniforms and equipment shall be worn and utilized in the manner designated by the Chief of Police.
 - b) Outer vests are authorized for patrol.
 - i. When appearing before any judge other than a magisterial district judge, a sworn officer in uniform should wear an inner vest with a tie.
 - ii. When appearing for a jury trial or trial by judge, a sworn officer in uniform shall wear a tie.
 - c) Shirt collars and cuffs shall be buttoned, and the tie properly adjusted (when applicable).

- d) When a tie is not mandated:
 - i. The wear of a black turtleneck or black turtleneck dickie with the long sleeve shirt is authorized. The only authorized logo on the aforementioned apparel may be a silver or orange in color embroidered "KTPD" on the right side of the mock collar.
 - ii. The wear of a plain black crewneck t-shirt with a short sleeve shirt is authorized.
- e) The wear of a black knit watch cap (without brand logos or a subdued brand logo) is authorized.
- f) When directed by the Chief of Police, issued dress uniform will be properly worn.
- g) When directed by the Chief of Police, issued police hats will be properly worn by command staff when in dress uniform.
- h) Issued metal breast badges (and hat badges) will be cleaned and polished.
 - i. The breast badge shall be worn on the outermost garment over the left breast pocket.
 - i) Collar emblems, name tags, and devices issued shall be worn in the manner designated by the Chief of Police.
- b. Non-Uniformed (Plainclothes)
 - 1) Unless on special undercover assignments, plainclothes of a sworn officer shall be well groomed, neat, and conservative attire projecting a positive and credible image. Flip-flops, shorts, jeans (that are faded, frayed, ripped or bleached), workout clothes, etc. are prohibited.
 - 2) Business casual or country club attire shall be worn for appearances before a magisterial district judge.
 - 3) Business professional attire shall be worn for appearances before any judge other than a magisterial district judge.
- c. Officer Responding to a Call-Out
 - 1) Officer must have at a minimum:
 - a) Body Armor in conformance with General Order 2.1.3 Body Armor

- b) An authorized weapon with which the officer has shown proficiency within the past year;
- c) An issued breast badge or other form of police identification; and
- d) Handcuffs or other form of subject securing device.

d. Officer Involved in Tactical Operations

1) Officer must have at a minimum:

- a) Body Armor in conformance with General Order 2.1.3 Body Armor
- b) An authorized weapon with which the officer has shown proficiency within the past year;
- c) An issued breast badge or other form of police identification; and
- d) Handcuffs or other form of subject securing device.

2) Officer may wear one of the following:

- a) Normal duty uniform; or
- b) A BDU uniform
 - i. Uniform will be black in color; and
 - ii. Uniform will display police identification.

3. Non-Sworn Employees.

- a. Non-sworn employees shall wear well groomed, neat, and conservative attire projecting a positive and credible image. Flip-flops, shorts, jeans (that are faded, frayed, ripped or bleached), workout clothes, etc. are prohibited.