



KINGSTON TOWNSHIP POLICE DEPARTMENT POLICY	
1.8.1 Code of Conduct and Appearance	
Issue Date: Oct. 31, 2014	Effective Date: Mar. 18, 2016
By Order of Chief of Police Michael A. Moravec	

I. Purpose

Effective discipline is a positive process when its perceived purpose is to train or develop by instruction. Many programs have an impact on discipline, such as: selection, training, direction, supervision, and accountability. These elements are interdependent and a weakness in any one is damaging to effective discipline.

II. Policy

The Kingston Township Police Department takes exceptional pride in being a "well disciplined" police organization. This order serves to maintain this high level of achievement.

1.8.1 Code of Conduct and Appearance

A. A "Code of Conduct", shall govern the behavior of all members of the Kingston Township Police Department.

1. The "Code of Conduct" shall be attached to this directive as an addendum B and be considered a part of the provisions of this General Order as established.

B. Appearance.

1. All employees - generally.

a. Employees will maintain a clean, neat, and well-groomed appearance in dress and deportment at all times during working hours.

b. Hairstyle: (added, effective 3/18/16, GO 16-002)

i. 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 of 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 well groomed.

ii. Females- The hair shall be neatly groomed and 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 Departmental headgear. Excessive cosmetic use is prohibited.

c. Tattoo/Replica/Ear Gauges, Plugs or Tunnels/Piercing:

- i. Members of the department are prohibited from getting tattoos or branding which would be visible to the public, when wearing the summer uniform shirt. The summer shirt is a standard, collared, short-sleeved dress shirt. Visible areas include the lower portion of the upper arms, elbows, the entire forearms, hands, neck and facial area.
- 1) Only exception is a current employee with a tattoo covered by this policy which was in place prior to the effective date of this policy.
- ii. Members of the department of the department are prohibited from getting Ear Gauges, plugs or Tunnels/Piercing.
- iii. Applicants, upon selection, shall have no tattoos or brandings which would be visible to the public when wearing the summer uniform shirt. The summer uniform shirt is a standard, collared, short-sleeved dress shirt. Visible areas include the lower portion of the upper arms, elbows, the entire forearms, hands, neck and facial area. Ear gauges, plugs or tunnels shall be remove with the ear repaired upon appointment. Appointment is conditioned upon compliance with this policy.
- iv. There are no exceptions or waivers to this policy. Tattoo coverings and/or make-up to cover tattoos are not permissible.
- v. The above policy shall apply to applicants and current members as a condition of employment with the Kingston Township Police Department and **will remain as a condition of employment throughout their career.**

d. Ornamentation: Members 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.

- i. Female personnel may wear on earring per ear, and will be a small stud or loop not larger than one-half (1/2) inch in diameter.
- ii. Male personnel are prohibited from wearing any earrings while on duty.

e. Dental: The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer will not be ornamented with designs, jewels, initials, etc.

f. Intentional body mutilation: Prohibited. Examples of prohibited intentional mutilation include: split or forked tongues, foreign objects inserted under the skin to create a design or pattern and intentional scarring which is visible.

g. Contact lenses: If worn on duty, shall be of a natural eye color. Unnaturally colored contact lenses that create an unnatural eye color and contact lenses with graphic designs of any kind are prohibited.

2. Police Officers.

a. Uniformed.

- i. The uniform identifies a police officer as a representative of the Department, and shall be clean, well-pressed, and buttoned appropriately at all times.
- ii. The following regulations will be followed by all officers:
 - 1) Only departmentally approved uniforms and equipment shall be worn and utilized.
 - 2) Shirt collars and cuffs shall be buttoned and the tie properly adjusted (when applicable). The wear of a black turtle neck or black turtle neck dickie with the long sleeve shirt has been authorized. The only authorized logo on the aforementioned apparel may be a silver or arrange in color embroidered "KTPD" on the right side of the mock collar. (As amended GO19-010, effective date December 30, 2019)
 - 3) Official hat will be properly worn when in public view (when practicable). The wear of a black knit watch cap (without brand logos or a subdued brand logo) is authorized. (As amended GO19-010, effective date December 30, 2019)
 - a) Badge and hat emblem will be cleaned and polished.
 - i) The badge shall be worn on the outermost garment over the left breast pocket.
 - 4) Collar emblems, name tags, and hats shall be issued and shall be worn in the manner designated by the Chief of Police.

b. Plainclothes Officers.

- i. Shall, while not on special undercover assignments, be well groomed, neat, and conservatively attired projecting a positive and credible image.

c. Officers responding to a call-out by the Chief or his designee.

- i. Officers must have at a minimum:
 - 1) A weapon authorized by the department, with which the officer has shown proficiency within the past year.
 - 2) A department issued badge or other form of police identification.
 - 3) Handcuffs or other form of subject securing device.

d. Officers involved in tactical operations.

- i. Officers must have at a minimum:
 - 1) A weapon authorized by the department, with which the officer has shown proficiency within the past year.
 - 2) A department issued badge or other form of police identification.
 - 3) Handcuffs or other form of subject securing device.

ii. Officer may wear one of the following:

- 1) Normal duty uniform.
- 2) BDU uniform.
 - a) Uniform will be black in color.
 - b) Uniform will display police identification.

3. Civilian employees.

- a. Shall adhere to the "dress code" guidelines established by the Kingston Township Board of Supervisors. Currently there are no civilian employees employed directly with the Kingston Township Police Department.

Effective March 18, 2016
By order of:



Michael A. Moravec
Chief of Police