



**Division of State Patrol
Policy and Procedure**

Number
11-6

Subject GROOMING STANDARDS	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to assure that, while on duty, employees of the Division shall individually and collectively exhibit a professional appearance.

II. BACKGROUND

The professional image of the Division necessitates the adoption of high standards of personal grooming and cleanliness. It is recognized that a professional appearance enhances public trust and support. Division employees represent the citizens of Wisconsin and should strive to uphold the proud traditions of the State Patrol.

III. DEFINITIONS

Consistent with the guidelines below, interpretation of grooming policy definitions is vested with the respective Region Commander, Wisconsin State Patrol Academy Commander or Section Chief as applicable and commensurate with the Division’s mission and individual duty assignment.

- A. **Conservative** – tending to preserve established traditions or institutions.
- B. **Excessive** – characterized by excess, being too much or too great, immoderate or inordinate.
- C. **Natural** – in accordance with what is found or expected in nature, not artificial or manufactured.
- D. **Appropriate** – right for the purpose, suitable, proper.

- E. **Businesslike Appearance** – suitable for the business being conducted and acceptable to the majority of customers intended to be contacted by the employee.
- F. **Extreme** – far from what is usual or conventional.

IV. GENERAL PROVISIONS

A. Hair Standards for Sworn Personnel in Uniform

- 1. Hair will be neatly trimmed, clean and styled in such a manner that issued headgear and protective masks may be worn as designed and intended.
- 2. Hair shall not be visible on the forehead below the brim of the hat/headgear.
- 3. The length, bulk, or styling of an employee’s hair shall not be such that it presents a shabby, unkempt or neglected appearance.
- 4. Hairstyles shall be of a conservative nature and not detract from the employee’s professional personal appearance. Extreme haircuts such as tracks, decorations, designs cut into the hair, cornrows and mohawks are prohibited.
- 5. Extreme or unnatural artificial hair coloring is prohibited.
- 6. If wigs or hairpieces are worn, they shall conform to established grooming standards.
- 7. Ponytails, pigtails, braids, and hair buns may be worn only by female sworn personnel and must be worn up so that they are concealed and fit within the appropriate headgear/hat strap.
- 8. Decorative material/items shall not be worn in the hair except as specified under IV. C. 3. of this policy.

B. Males - Hair, Sworn Personnel

- 1. Hair shall not fall over the ears, eyebrows or extend below the top of the collar when standing with the head in a normal erect position. (See Figure 1)
- 2. Sideburns shall not extend below the lowest part of the ear opening, shall be trimmed and neat in appearance, of even width (not flared or bushy), and end with a clean-shaven horizontal line. (See Figure 1)

3. The face shall be clean-shaven, except that a neatly trimmed mustache is permissible. The mustache shall not extend over the top of the upper lip line, shall extend at least to the corners of the mouth but not extend ½ inch beyond the corners of the mouth and shall not be fashioned with the application of wax or other substance.

C. Females - Hair, Sworn Personnel

1. Hair shall not extend below the bottom of the collar. (See Figure 3)
2. Hair may be combed over the ear but shall not be permitted to extend below the bottom of the ear, or more than two inches in front of the ear.
3. No decorative material shall be worn in the hair except clips, pins, barrettes, cloth ties, or hairnets that are dark blue or black, or match the color of the employee's hair.

D. Hair - Non-Sworn Personnel in Uniform

1. Hair shall be neatly trimmed, clean and styled.
2. The length, bulk, or styling of an employee's hair shall not be such that it presents a shabby, unkempt or neglected appearance.
3. Hairstyles shall be of a conservative nature and not detract from the employee's professional, personal appearance. Extreme haircuts such as tracks, decorations, sculptures cut into the hair, cornrows and mohawks are prohibited.
4. Extreme or unnatural artificial hair coloring is prohibited.
5. If wigs or hairpieces are worn, they shall conform to established grooming standards.
6. Non-sworn personnel may wear beards, vandykes, goatees, mustaches or other arrangements of facial hair that are maintained in a neat and clean manner and that present a groomed appearance, which does not interfere with the wearing of necessary equipment or headgear or obstruct the display of collar insignia, name bar or issued identification (ID) card.
7. Facial hair shall be kept trimmed symmetrically so that hairs do not protrude more than two inches from the surface of the skin. (See Figure 2)

E. Personal Hygiene

1. It is the responsibility of all employees to ensure that their body is kept clean to prevent offensive odor.

2. Employees in uniform may smoke or chew tobacco products when:
 - a. They are in compliance with relevant statutes, regulations, work rules and region/post policies.
 - b. They are not in formation or otherwise representing the agency at a formal function (official ceremony, funeral, or similar situation).
 - c. They are not at their assigned post/work assignment. (Employees may receive permission to leave their assignment to smoke or chew when conditions are deemed appropriate by a supervisor.)
 - d. They are not in direct contact with the public during the performance of their duties.

F. Cosmetics

1. Cosmetics, if worn, will be in good taste, subdued, natural in appearance and blended to match skin color.
2. The wearing of false eyelashes, excessive lipstick, eyeliner, or mascara is prohibited for sworn personnel.
3. Non-sworn personnel shall not detract from a professional, businesslike appearance due to excessive use of cosmetics.

G. Fingernails

1. Fingernails shall be clean, neatly trimmed and shall not be of a length which would interfere with performing job functions.
2. Fingernails of sworn personnel shall not extend beyond the tips of the fingers.
3. Sworn female personnel may wear conservative, neutral colors of fingernail polish. Adding decorations or wearing fad style fingernails is prohibited.
4. Non-sworn female personnel may wear fingernail polish as long as it does not detract from a professional, businesslike appearance.

H. Jewelry

1. In addition to a wristwatch, jewelry worn by sworn personnel shall be limited to no more than two conservative rings. (Wedding and engagement rings are considered one ring for purposes of this policy).
2. Sworn personnel shall not wear earrings, bracelets, or tongue rings while in uniform.

3. Male sworn personnel shall not wear earrings, bracelets, or tongue rings when on-duty and not in uniform. Female sworn personnel shall not wear tongue rings when on-duty and not in uniform.
4. Non-sworn personnel may wear conservative earrings and/or bracelets as long as they do not detract from a professional, businesslike appearance.
5. Necklaces may be worn while in uniform as long as they are not visible and do not create a safety risk.

NOTE: Medic alert or memorial related items may be worn if the employee's medical condition so requires.

I. Tattoos

1. Employees are permitted to have visible tattoos. The tattoo shall not be extremist, indecent, sexist, racist, offensive, or inappropriate to the law enforcement community or conflict with acceptable society standards.
2. Visible tattoos, are not permitted on the ears, head, face, neck, hands or fingers.
3. Final decision of appropriateness will be made by the Superintendent or his/her designee.
4. Employees considering tattoos should consult with their supervisor to deem if it is appropriate.
5. Tattoos offensive in nature, or otherwise in conflict with this policy shall be covered by appropriate authorized uniform and/or clothing items as determined by the employee's supervisory chain-of-command.

J. Body Piercing/Body Modification/Dental Modification

1. Body piercing, other than for allowed earrings, is prohibited in areas of the body that are visible to the public. An exception to this provision is the allowance of one nasal piercing with the only visible component being a rounded stud of a conservative color no larger than 2 millimeters in diameter which may be worn only by personnel who are in a non-sworn and non-uniform status.
2. Piercing for earrings that are not worn while on-duty when not uniform is not in violation of this policy.

3. Extreme body modifications such as split tongues, intentional visible scarring, branding, subcutaneous implants to the head, neck, hands and arms, or “cranial deformations” are prohibited.
4. Extreme dental modifications such as “grills” or tooth filings are prohibited.
5. Visible holes in earlobes caused by wearing ear gauges are prohibited.

K. Non-Uniformed/Non-Sworn Personnel

Unless otherwise provided for in this policy, non-uniformed, non-sworn personnel are expected to maintain a businesslike appearance while on duty. Unclean or inappropriate dress or grooming is prohibited. Personal appearance and dress shall be in a reasonable and appropriate manner for the activities, assignment, situation and the community to which the employee is exposed or as determined by the supervisor.

V. REFERENCES

Wisconsin Department of Transportation Work Rules
DSP Policy and Procedure 11-3, Work Rules of the DSP
DSP Policy and Procedure 11-19, Uniform Policy

Figure 1

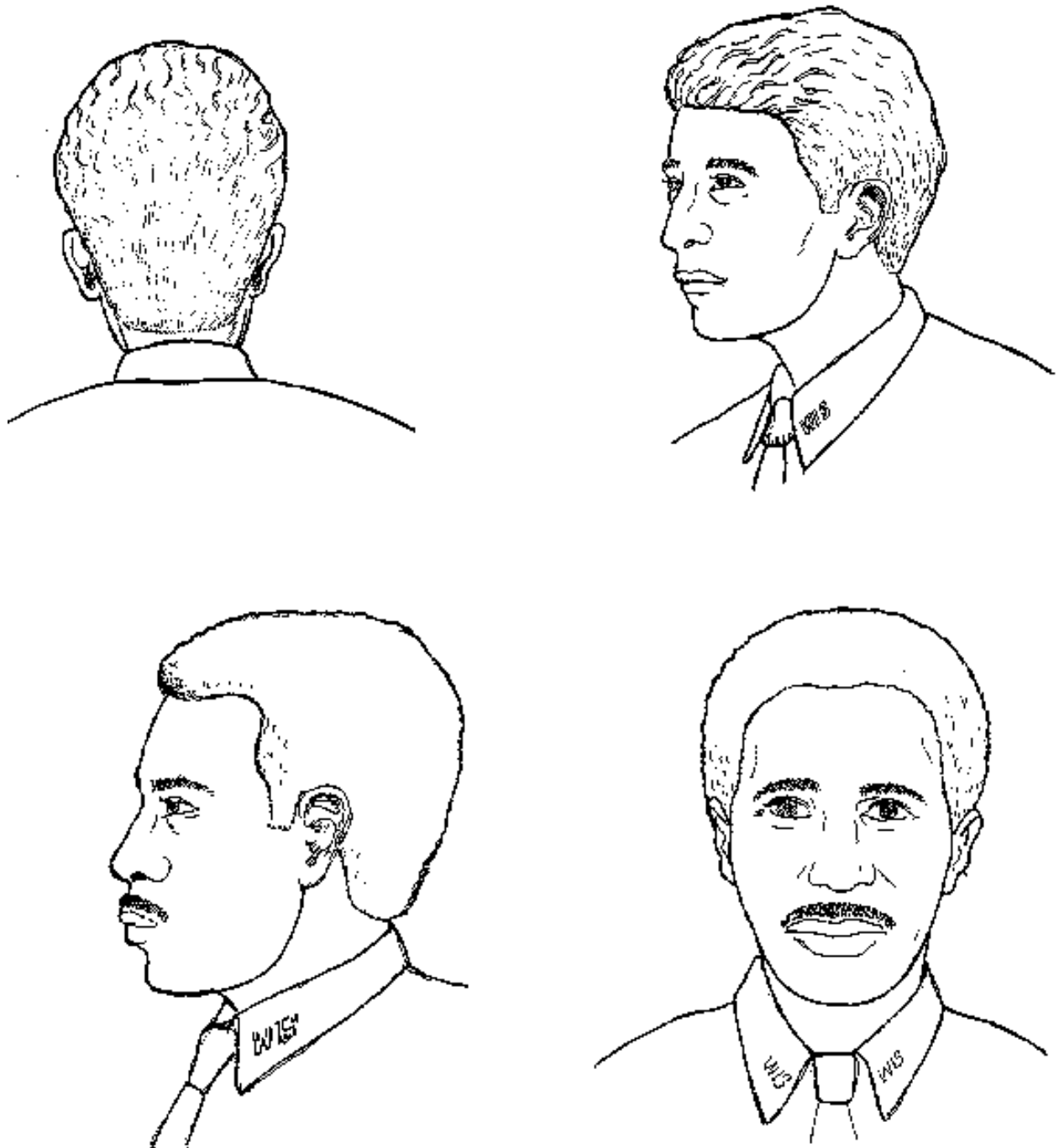


Figure 2

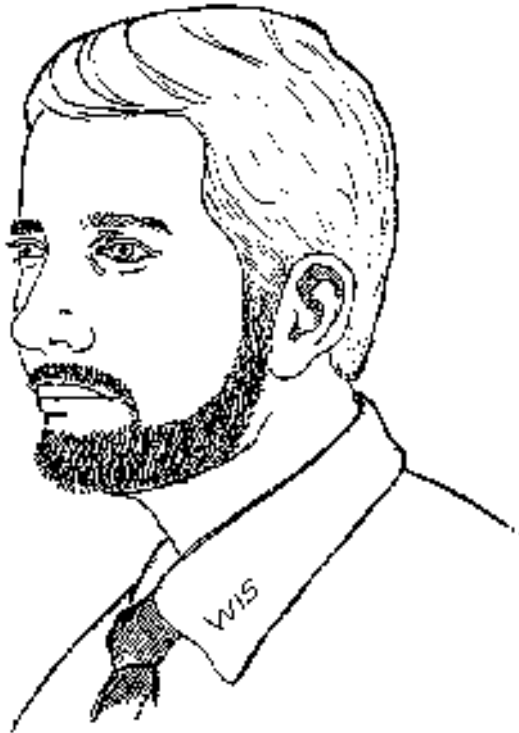


Figure 3

