


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"PERSONAL APPEARANCE OF MEMBERS OF THE BUREAU OF POLICE"</b>		<b>ORDER NUMBER:</b> <b>21-01</b>
		<b>PLEAC STANDARD:</b> <b>1.8.1</b>		<b>PAGE 1 OF 4</b>
<b>RE-ISSUE DATE:</b> <b>6/6/2024</b>	<b>EFFECTIVE DATE:</b> <b>11/26/2007</b>	<b>ANNUAL REVIEW DATE:</b> <b>APRIL</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b> <b>21-02</b>	<b>AMENDS:</b> <b>ALL PREVIOUS</b>

### 1.1 POLICY OR PURPOSE

- 1.2 It is the policy of the Pittsburgh Bureau of Police that all members must present a neutral, uniform, and well-groomed professional image to the public. Additionally, specific regulations are necessary to promote the personal safety of members of the Bureau of Police. For these reasons, supervisors will ensure compliance with the requirements outlined in the following policy.
- 1.2.1 This policy shall apply to all Pittsburgh Bureau of Police members
- 1.2.2 Nothing in this policy shall be contrived to violate City Code § 651.04 "[CROWN Act.](#)"
- 1.2.3 Nothing in policy shall be contrived to limit the gender expression of any member of the Bureau of Police
- 1.3 Any member authorized to work in any non-uniformed capacity must always bear in mind the potentially life-threatening nature of attempting to take police action while not in uniform.
- 1.4 All members working in a non-uniformed assignment are solely responsible for ensuring that they are readily identifiable before taking police action.
- 1.5 The clothing style for non-uniform personnel shall, at minimum, be business casual/professional. Exceptions may be allowed by a unit supervisor, the Chief of Police, or as authorized and appropriate for a specific assignment. (e.g., narcotics, undercover investigation, etc.).
- 1.6 T-shirts, sweatshirts, tank tops, shorts, denim jeans of any color, camouflage attire, sandals, shower shoes, or any unauthorized athletic-type shoes are generally prohibited and subject to authorization.
- 1.7 All non-uniformed personnel are required to maintain at least one (1) uniform.

### 2.0 DEFINITIONS

- 2.1 Non-uniformed Personnel – Any member in a detective, temporary plainclothes, or transitional (light, modified, or alternative) duty assignment.
- 2.2 Business Professional- Clean Suits, sport coats, slacks, collared shirts and ties, and nonathletic footwear for men. Clean Suits, jackets, blouses/ sweaters with a conservative neckline, skirts/dresses (no shorter than 2” above the knee), slacks, and non-athletic footwear (with heels not to exceed 3”) for women.
- 2.3 Business Casual - Clean Suits, sport coats, slacks, collared shirts, and ties, dress shirts with or without collars, Polo or “golf “shirts, dress sweaters, and nonathletic footwear for men. Clean Suits, jackets, blouses/ sweaters with a conservative neckline, skirts/dresses (no shorter than 2” above the knee), slacks, Polo or “golf “shirts, dress sweaters, and non-athletic footwear (with heels not to exceed 3”) for women.

### 3.0 PERSONAL APPEARANCE OF OFFICERS IN UNIFORM

- 3.1 On-duty uniformed officers will be well-groomed and meet the following standards:

- 3.2 Hair shall not interfere with the external design of the uniform cap or other authorized headgear. Forehead hair (bangs), ponytails, braids, etc., will not protrude under the uniform cap's headband or other authorized headgear. The uniform cap will fit firmly and comfortably around the largest part of the head.
- 3.2.1 Sideburns or hair worn in front of the ears will be neatly trimmed, not extended below the lowest part of the ear, not flared, be of even width, and end with a horizontal line.
- 3.2.2 Hair will not be adorned with any ornamentation.
- 3.2.3 Hair color will be limited to colors that are natural to the human species or conservative artificial variations.
- 3.2.4 Hairpins, barrettes, clippings, or bands should be black or dark blue or closely match the natural hair color to avoid being conspicuous.
- 3.2.5 Decorative hat pins, exposed clips, and any other type of ornamentation are prohibited.
- 3.4 An officer's face will be clean-shaven. Mustaches are permissible and will be neatly trimmed; not be excessively bushy, rolled, or curled. A mustache will not extend below the upper lip or beyond the outer points of the mouth.
- 3.5 Exceptions, or profiles, for daily shaving may be made upon a written diagnosis of a dermatologist, which must include the extent and prognosis of a skin condition that causes inflammation of the hair follicles caused by ingrown hairs, such as Pseudofolliculitis Barbae (PFB).
- 3.5.1 The granting of this profile does not provide the bearer with unilateral freedom to style facial hair into goatees or other shapes.
- 3.5.2 Facial hair, when present, is to be of a length not longer than ¼ inch.
- 3.5.3 The profile is temporary, and it will be required to be renewed every six months.
- 3.5.4 A copy of this profile and related history will be maintained in a manner readily accessible to supervision.
- 3.6 A wig or hairpiece will conform to the same standards for natural hair.
- 3.7 Members are permitted to use natural shades of make-up in moderate amounts.

#### **4.0 WEARING OF JEWELRY WHILE IN UNIFORM**

- 4.1 Officers in uniform may wear a wristwatch and/or medical identification bracelet. Watches and medical identification bracelets shall be silver, gold, black, or blue in color.
- 4.2 Engagement and/or wedding rings may be worn; however, no more than four (4) rings may be worn while in uniform.
- 4.2.1 All rings must be worn between the hand and the first finger joint.
- 4.2.3 No rings shall be worn on the thumb or forefinger of either hand.
- 4.2.4 No "multiple-finger" rings shall be worn.
- 4.3 Officers may not wear earrings or ear studs.
- 4.4 Officers shall not wear neck jewelry when wearing any open-neck shirt. It may not be visible when worn with any other type of shirt. Bracelets, brooches, or any other adornment not prescribed as part of the official police uniform shall not be worn.
- 4.5 Non-uniformed male officers assigned to Narcotics and Vice or those officers assigned undercover may wear ear studs/rings.
- 4.6 Non-uniformed female officers may wear ear studs or "break-away" hoop-style earrings that will not cause injury if the earring is pulled. Female officers shall be limited to wearing one pair of earrings, one in each ear. Ear "cuffs" shall not be worn.

#### **5.0 BODY ART AND MODIFICATIONS**

- 5.1 Tattoos and other body art/modification forms can be perceived as unprofessional or offensive. As a result, officers are cautioned that tattoos or other forms of body art/modification in both covered and concealed areas of their body should not represent alliance with any group or organization which could place the employee's impartiality and/or judgment into question, thereby, rendering them ineffective in law enforcement.

- 5.2 Tattoos on the exposed parts of the arms must be in good taste and not deemed offensive to contemporary community standards. The Chief of Police has the final discretion.
- 5.3 No body-piercing jewelry shall be visible. This prohibition includes jewelry worn through a pierced ear, tongue, nose, or eyebrows.
- 5.4 Visual sub-dermal or transdermal implants are prohibited except for medical reasons. Visible branding, intentional scarring, or mutilation must adhere to the tattoo policy outlined below.
- 5.5 A tattoo deemed offensive shall always be covered by a long-sleeved shirt when on duty.

**6.0 FINGERNAILS**

- 6.1 Fingernails shall be kept clean and neatly trimmed at all times.
- 6.2 Fingernails will not extend more than ¼ inch past the tip of the finger.
- 6.3 Fingernail polish, if worn, shall be clear; members may wear a solid uniform color that shall be the same shade on all fingernails.
- 6.4 Decals or ornamentation shall not be permitted to be worn when in uniform.
- 6.5 Fluorescent-colored nail polish shall not be worn.

**7.0 NON-UNIFORMED PERSONNEL ASSIGNED TO THE INVESTIGATIONS BRANCH**

- 7.1 Members are authorized to wear business professional clothing.

**8.0 NON-UNIFORMED PERSONNEL ASSIGNED AS ZONE DETECTIVES OR TRANSITIONAL DUTY**

- 8.1 Members are authorized to wear business casual clothing.

**9.0 PERSONAL APPEARANCE OF NON-UNIFORMED MALE OFFICERS**

- 9.1 Non-uniformed male members of the Pittsburgh Bureau of Police shall have hair that is neatly groomed and clean.
- 9.2 Sideburns may be worn, ensuring they are neatly trimmed and tapered.
  - 9.2.1 Sideburns may not extend downward below the bottom of the ear.
  - 9.2.2 Sideburns shall not be flared and will end in a clean-shaven horizontal line.
- 9.3 Mustaches may be worn, provided they are neatly trimmed and do not extend below the upper lip's upper line.
  - 9.3.1 No portion of the mustache shall extend below the corners of the mouth, and extreme styles (i.e., handlebars and Fu-Man-Chu styles) are prohibited.
- 9.5 Beards may not be worn without the expressed permission of the Chief of Police or his designee.
- 9.6 Spray-on hair paint or any non-naturally occurring hair coloring is prohibited. The member's supervisor or commanding officer shall have the final say on acceptable hair color.
- 9.7 Any deviation from the provisions of this section may be made only with the permission of the member's commanding officer.

**10.0 PERSONAL APPEARANCE OF NON-UNIFORMED FEMALE OFFICERS**

- 10.1 Non-uniformed female members of the Pittsburgh Bureau of Police shall have hair that is neatly groomed and clean.

10.2 Spray-on hair paint or any non-naturally occurring hair coloring is prohibited. The member's supervisor or commanding officer shall have the final say on acceptable hair color.

10.3 Female members are permitted to use make-up in moderate amounts.

**11.0 EXCEPTIONS**

11.1 Any exception to the above-stated policy shall only be permitted after written permission from the Chief of Police or their designee.

11.2 Members may request accommodations or exemptions due to *bona fide* religious, medical, disability, or other circumstances by submitting a written request to the Member's supervisor and Commander. Such exceptions will be permitted and authorized by the Chief of Police or their designee.

Approved By:



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Larry R. Sciroto  
Chief of Police