

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "PERSONAL APPEARANCE OF NON-UNIFORMED MEMBERS OF THE BUREAU OF POLICE"		ORDER NUMBER: 21-2	
		CALEA STANDARD:		PAGE 1 OF 3	
ISSUE DATE: 9/8/2017	EFFECTIVE DATE: 8/15/99	ANNUAL REVIEW DATE: AUGUST	RESCINDS: ALL PREVIOUS	AMENDS: ALL PREVIOUS	

1.0 POLICY OR PURPOSE

- 1.1 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, certain 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 set forth in the following policy.
- 1.2 Any member who is authorized to work in any non-uniformed capacity must at all times bear in mind the potential life-threatening nature of attempting to take police action while not in uniform.
- 1.3 All members working in a non-uniformed assignment are solely responsible for ensuring that they are readily identifiable prior to taking police action.
- 1.4 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.)
- 1.5 Generally prohibited and subject to authorization are T-Shirts, sweatshirts, tank tops, shorts, denim jeans of any color, camouflage attire, sandals, shower shoes, or any unauthorized athletic type shoes.
- 1.6 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 heel 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 heel not to exceed 3") for women.

3.0 NON-UNIFORMED PERSONNEL ASSIGNED TO THE INVESTIGATIONS BRANCH

- 3.1 Members are authorized to wear business professional clothing.

4.0 NON-UNIFORMED PERSONNEL ASSIGNED AS ZONE DETECTIVES OR TRANSITIONAL DUTY

- 4.1 Members are authorized to wear business casual clothing.

5.0 PERSONAL APPEARANCE OF NON-UNIFORMED MALE OFFICERS

- 5.1 Non-uniformed male members of the Pittsburgh Bureau of Police shall have hair that is neatly groomed and clean.
 - 5.1.1 The hair will present a tapered appearance on the sides and back of the neck. The length and/or bulk of the hair will not present a ragged, unkempt, or extreme appearance.

5.1.2 When combed, the hair will not fall over the ears or touch the collar except for the close cut hairs on the back of the neck.

5.2 Sideburns may be worn providing that they be neatly trimmed and tapered.

5.2.1 Sideburns may not extend downward below the bottom of the ear.

5.2.2 Sideburns shall not be flared and will end in a clean-shaven horizontal line.

5.3 Mustaches may be worn provided that the mustache be neatly trimmed and not extend below the upper line of the upper lip.

5.3.1 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.

5.4 Beards may not be worn without the expressed permission of the Chief of Police or his designee.

5.5 Spray-on hair paint or any non-naturally occurring hair coloring is prohibited. Final approval on acceptable hair color shall be at the discretion of the supervisor or commanding officer of the member.

5.6 Any deviation to the provisions of this section may be made only with the permission of the commanding officer of the member.

6.0 PERSONAL APPEARANCE OF NON-UNIFORMED FEMALE OFFICERS

6.1 Non-uniformed female members of the Pittsburgh Bureau of Police shall have hair that is neatly groomed and clean. They shall wear their hair in a style suitable to the business environment. The hairstyle must be easily adaptable to comply with hair standards applicable to uniform assignments.

6.2 Hair shall not be worn in a manner that hangs loosely in the face or obstructs one's view.

6.3 Spray-on hair paint or any non-naturally occurring hair coloring is prohibited. Final approval on acceptable hair color shall be at the discretion of the supervisor or commanding officer of the member.

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

7.0 WEARING OF JEWELRY FOR NON-UNIFORMED MEMBERS

7.1 Officers in non-uniformed assignments may wear jewelry.

7.2 Engagement and/or wedding rings may be worn.

7.2.1 All rings must be worn between the hand and the first finger joint.

7.2.2 No rings shall be worn on the thumb or forefinger of either hand.

7.2.3 No "multiple-finger" rings shall be worn.

7.3 Non-uniformed male officers assigned to Narcotics & Vice or those officers assigned in an undercover capacity may wear ear studs/rings.

7.4 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.

8.0 BODY ART AND MODIFICATION

8.1 No tattoo shall show from the base of the neck to the top of the head and from the base of the wrists to the tips of the fingers.

8.2 Tattoos on the exposed parts of the arms must be in good taste and not deemed offensive to contemporary community standards. The final discretion rests with the Chief of Police.

8.3 A tattoo deemed offensive shall be covered by a long sleeve shirt at all times when on duty.

8.4 No body piercing jewelry shall be visible, other than the lower ear lobes on officers. This prohibition includes jewelry worn through a pierced tongue, nose or eyebrows.

8.5 No gauges are permitted.

8.6 Visual sub-dermal or transdermal implants are prohibited, except for medical reasons. Visible branding or intentional scarring or mutilation must adhere to the tattoo policy outlined above.

9.0 FINGERNAILS

9.1 Fingernails shall be kept clean and neatly trimmed at all times.

9.2 Fingernails will not extend more than ¼ inch past the tip of the finger.

9.3 Fingernail polish, if worn, shall be clear, or, members may wear a conservative color that shall be the same shade on all fingernails.

9.4 Fluorescent colored nail polish shall not be worn.

10.0 EXCEPTIONS

10.1 Members may request accommodations or exemptions due to bona fide religious, medical, disability or other circumstance, through the submission of a written request to the Member's supervisor and Commander. Such exceptions will be permitted and authorized by the Chief of Police.

Approved By:



Scott Schubert
Chief of Police