



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject:	<i>Personal Appearance</i>	Number: 203-D
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Effective Date:	<i>January 1, 2001</i>	Revised Date: 02-05-2020
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Rescinds:	<i>003</i>	Dated: <i>October 14, 1992</i>
	<i>203 – Personal Appearance</i>	<i>January 1, 2001</i>
	<i>203-A Personal Appearance</i>	<i>August 3, 2010</i>
	<i>203-B Personal Appearance</i>	<i>January 4, 2017</i>
	<i>203-C Personal Appearance</i>	<i>April 16, 2019</i>

Approved By:

PURPOSE

To establish regulations regarding the personal appearance of the Myrtle Beach Police Department employees while on duty or in uniform. These regulations are necessary in order to maintain the professional image of the Police Department and the Department's employees.

PROCEDURE

- Professional Image:** It is understood that what constitutes a “professional image” is in many ways a subjective manner. As such, while the guidelines outlined below provide specific parameters and restrictions, no personal appearance protocol can cover all contingencies or opinions as to whether or not one’s particular personal appearance is “professional”. For this reason, employees must exert a certain amount of judgement in their choice of appearance for those areas not specifically outlined in this procedure. If an employee is uncertain in these areas, they should seek input from a supervisor. **If/when differences of opinion arise, final discretionary authority as to what is allowable or prohibited under these appearance guidelines rests solely with the Chief of Police.**

REGULATION

- HAIR STYLES

- A. All uniformed male employees of the Myrtle Beach Police Department shall conform to the following standards of appearance.
 - 1) Hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged or extreme appearance. When combed, the hair may extend 1/4 inch below the top of the ears and may not touch the shirt collar in back.
 - 2) Sideburns shall not extend below the earlobe and shall at no point be more than 1 inch wide. Sideburns shall not exceed 1/2 inch in bulk, shall not flare, and shall be trimmed horizontally across the bottom.
- B. Hair color and style for all employees must be of a natural hair color and in keeping with the professional image of the Police Department.
- C. All uniformed female employees of the Myrtle Beach Police Department shall conform to the following standards of appearance.
 - 1) Female employees in uniform shall wear their hair in modest styles that do not extend below the bottom of the shirt collar in back.
 - 2) Hair that extends below the bottom of the collar must be worn pinned up in a neat manner with no part of the hair extending below the bottom of the shirt collar. If it is worn up and becomes disheveled, it must be re-styled to meet the length regulations. Hair accessories must be functional, not ornamental, and are restricted to the following:
 - a) Dark blue or black ribbons or terry-covered rubberbands.
 - b) Black, dark blue or dark brown barrettes or clips.
 - c) All other accessories are restricted to black, dark blue or dark brown colors.
 - d) No accessory may have decorations on it and each accessory must be the same solid color.
 - e) In all cases, the bulk, length or style in which the hair is worn is not to interfere with the normal wear of the uniform.

2. FACIAL HAIR

- A. All uniformed (including plain clothes detectives) personnel when reporting for duty shall be properly groomed. If a beard/goatee/mustaches is worn, it shall be well groomed and neatly trimmed at all times in order to not present a ragged appearance. Full and partial beards are authorized; but patchy, spotty clumps of facial hair are not considered beards and as such are not permitted.
 - Officers must be out of training/FTO and be on solo patrol before they are permitted to wear a beard or goatee.
- B. Facial hair (beard/goatee) must be:

- 1) Neck area must be clean shaven and groomed – beard coverage area will not to exceed 1/2” (one half of one inch) past the jaw line
- 2) Upper cheek must be clean shaven and groomed to meet the corner of the mustache
- 3) Length of the beard must not exceed 1/2” (one half of one inch) in length.
- 4) If only a mustache is worn, no portion of any mustache will extend below the lip line of the upper lip.

C. Personnel who are assigned to SWAT or CERT are not able to wear facial hair other than a mustache as facial hair will interfere with the seal of the respirator (gas mask).

3. PERSONAL HYGIENE

A. Employees shall maintain their personal hygiene and cleanliness.

- 1) Employees shall wear appropriate undergarments in keeping with the professional image of the department.
- 2) The excessive use of scented products is prohibited

4. ACCESSORIES AND MAKEUP

A. Uniformed employees are expected to realize that due to the nature of police work, any jewelry worn while on duty may be damaged, lost or could cause injury to the officer. In order to maintain the professional image of the Department, jewelry or makeup must be worn in moderation so as not to draw undue attention to the employee and are subject to the following guidelines.

- 1) Male uniformed employees may not wear earrings. Uniformed female employees may wear no more than one earring per ear. Pierced earrings must have a small post. Hoop or pendant-style earrings may not be worn. Earrings must be ball, disc or solitaire.
- 2) Employees of the Myrtle Beach Police Department may not wear any visible body piercing (nose, eyebrow, lip, tongue, etc.).
- 3) Uniformed employees may not wear any visible neck chains or necklaces.
 - a) Male police officers in plainclothes positions and female plainclothes officers may wear neck chains or necklaces that are consistent with professional business attire.

- 4) Uniformed employees shall not wear bracelets, other than medic alert, while in uniform.
- 5) Uniformed female employees may wear makeup in moderation and in such a manner that does not create an extreme appearance. Additionally, the following guidelines will be adhered to:
 - a) Eyeliner shall not extend beyond the outline of the eye.
 - b) Lipstick shall not extend beyond the lip line or corners of the mouth.
- 6) Sunglasses worn on duty shall reflect the professional image of the department and should be limited to those with black, brown, silver or gold frames and shall have non-reflective lenses.
 - a) Sunglasses shall not be carried suspended from the uniform shirt or jacket.
 - b) Sunglass straps will be allowed and shall be consistent with a professional police image.
- 7) Any other unspecified item must be approved by the employee's Division Captain.

5. TATTOOS, BRANDS AND BODY MUTILATION

- A. Visible tattoos that are inappropriate are prohibited and must be covered. Inappropriate includes, but is not limited to, obscene, sexual, racial, denoting ethnic or religious discrimination or detracting from the professional image of the department. The Chief of Police or their designee is the final authority for determining if a visible tattoo is inappropriate, offensive, profane or objectionable.
- B. Visible tattoos on the head, neck or hands are prohibited.
- C. Visible Intentional mutilation is prohibited. This includes, but is not limited to, branding, scarring, and foreign objects inserted under skin, pierced, split or forked tongue; and/or stretched out holes in the ears (gauges).
- D. Candidates for employment will be screened by those administering testing procedures during the hiring process. At this time, a determination will be made as to whether an applicant is in violation of this regulation. Those not in compliance with this regulation will not be considered for employment.

- E. Existing employees must submit a rendering and gain approval of any new tattoos prior to any tattooing being done. This is to ensure compliance with this procedure. Renderings must be forwarded to the employee's Division Commander.

6. DENTAL ORNAMENTATION

- A. Employees shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer cap for the purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, jewels or initials.

7. EXCEPTIONS

- A. Officers of the Department on special assignment, where exception to this Regulation would be conducive to the nature of the assignment and clientele dealt with, are exempt from this procedure for the duration of the assignment. For the purpose of this regulation, the Division Captain shall determine what constitutes a special assignment within the meaning and intent of the exception. The Chief of Police or their designee is the final authority for determining if an exemption shall be granted.