

BERLIN POLICE DEPARTMENT  
Berlin, Maryland

SUBJECT: GENERAL APPEARANCE STANDARDS		NO: 800 A-1
APPROVED/EFFECTIVE DATE January 9, 1995	AMENDS	RESCINDS
DISTRIBUTION/DATE A	REFERENCES	

- .10 All employees are required to appear neat, clean, and well groomed at all times, except when authorized by their supervisor to appear otherwise. Uniform and civilian clothing shall be kept clean and pressed at all times.
- .20 Footwear, leather equipment, and brass shall be regularly polished.
- .30 Sidearms shall be kept clean and serviceable at all times.
- .40 Employees shall bathe regularly to prevent odors from bodies or clothing. Fingernails will be kept clean and trimmed. Female employees may wear only conservative fingernail polish.
- .50 Hair will be kept neat and well-groomed.
- A. Male employees shall wear their hair in a tapered or squared look; when combed it shall not extend over the ear or the shirt collar. Sideburns shall be neatly trimmed and not extend below the middle of the ear, shall be even width (not flared), and shall end with a clean shaven horizontal line. The face shall be clean shaven without beards or goatees. Any mustaches shall be well trimmed and cannot extend below the corners of the mouth.
- B. Female employees shall wear their hair so that it does not extend over the collar. Civilian employees may be allowed to waive this requirement by their supervisors as long as it does not interfere with their duties. Ponytails and plaited hair are unacceptable. Hair coloring, if used, must appear natural. No ribbons or ornaments shall be worn in the hair except for inconspicuous hair pins or conservative barrettes. Buns will be permitted on top of the head.
- .60 Cosmetics will be in good taste and natural looking. Eye shadow, false eyelashes, and excessive lipstick are prohibited.
- .70 Jewelry may be worn that does not detract from professional appearance nor create a safety hazard.