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Uniform and Personal Appearance	200 - 11		07-01-2019	1 of 3
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

Employees of the Kinston Police Department are expected to present a neat, clean appearance to the general public and to maintain a professional image in hairstyles and dress codes. The following regulations apply to all police personnel while in uniform (except narcotics detectives) or while on duty.

Personnel attending training are prohibited from wearing jeans of any type, sweatshirts, shorts, inappropriate shoes, or any other attire that is not considered “business casual.” Appropriate business casual dress includes slacks or khakis, dress shirt or blouse, open-collar polo shirt or sweater. No athletic wear. Clothes with graphic designs or words are not acceptable; particularly designs, images or lettering that could be possibly offensive. Violations of the Personnel Appearance Policy will be formally addressed.

II. DEFINITIONS

- A. Uniform: The distinctive clothing worn by members of the Kinston Police Department.
- B. Personal Appearance: The visual aspect of a person, considered in terms of dress, grooming, etc.

III. POLICY

- A. Hairstyles / Facial Hair
 1. Employee hairstyles shall not interfere with nor prohibit the wearing of required headgear or other safety equipment. Hair bulk should not be excessive or appear unkempt.
 2. The hairstyles of male officers, both uniformed and non-uniformed, shall be neatly trimmed and shall not extend over the top of the shirt collar when the officer is standing. A sworn officer’s hair length, or any male employee who wears a uniform, shall not fall below the eyes, in front, not extend below the top of the ear on the sides. Sideburns will not extend below the ear lobes. Sideburns may not flare wider than their top width.
 3. Male police officers and male civilian employees are permitted to wear a mustache. Mustaches must be neatly trimmed and must not extend below the corners of the mouth. Uniformed police officers are prohibited from wearing beards, goatees, chin hair patches, or other facial hair, except as outlined above.
 4. Female uniformed police officers must wear their hair in a style that does not extend more than three inches below the bottom of the collar when she is standing. Long hair shall be worn in a pinned-up, off the collar hairstyle. Pins, barrettes, and hair combs worn while in uniform should be conservative and shall correspond to the employee’s hair color.
 5. Scalp sculpting, exotic styling, and radical or unusual hair dying is prohibited. (Examples: green, purple, multi-colored patterns or anything in an “unnatural” style) All employees may wear wigs that conform to the above standards.

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B. Body Ornaments and Accessories

1. Sworn police personnel and other uniformed employees are prohibited from wearing jewelry or other body ornaments while on duty or while in uniform with the following exceptions: wristwatch, medical bracelets, and rings on fingers. Religious or other medallions and chains are permitted as long as the medallions and chains are concealed beneath the shirt. Female officers and other uniformed female employees may also wear a single set of conservative, post-style earrings in the earlobe while in uniform.
2. All employees are prohibited from wearing visible jewelry or ornaments that require piercing of the body, with the exception of earrings for women, while they are at work (excluding the Narcotics Division). Perfumes, cosmetics, and personal hygiene must be professional and must not be offensive to the general public or co-workers.
3. Visible tattoos are discouraged; however, if worn, they must not be offensive to the general public in regards to race, religion, politics, gender, or sexual content.
4. Both male and female fingernails must be neat in appearance and trimmed to a length that allows the proper discharge of duties without injury to oneself or others.

C. Clothing

1. All employees shall report to work wearing clean, unwrinkled uniforms or other conservative civilian clothing appropriate to their job. Non-uniformed clothing should not draw unusual attention or present an image that would offend the general public. Clothing containing offensive or unprofessional writings, designs, or messages will not be permitted.
2. All off-duty police officers dressed in civilian attire and carrying a firearm in public will carry such weapon concealed so as not to attract attention.
3. Skirts and dresses must not be more than two inches above the knee and must be of appropriate fit projecting a proper public image.
4. Halter tops or clothing that exposes the torso or that can be labeled as provocative will not be permitted. Short pants that are designed for athletic or relaxation purposes are not permitted.
5. Denim blue jeans are prohibited except when expressly permitted by the Chief of Police and based on work activity or on approved dress-down Friday.

D. Uniforms

1. All uniformed employees shall report to work wearing clean, unwrinkled uniforms or other prescribed clothing in accordance with the following guidelines:
2. Uniformed employees must wear Department issued law enforcement uniforms.

3. Uniformed employees must wear black undershirts and black socks while in the Department uniform.
4. Animal Control and Crime Lab personnel shall wear the Department issued shirts and pants.
5. Office and Administrative staff shall wear appropriate casual business attire or approved Department polo shirts.
6. The KPD Class-A uniform is referred to as the dress uniform that has been the historical uniform of the Kinston Police Department. The Class-A uniform is made of polyester and wool blend fabrics.
7. The KPD Class-B uniform is referred to as the duty or operational uniform. It features a more casual style with a relaxed fit, often used interchangeably with the Class A uniform for everyday duty. The Class-B uniform is made up of rip-stop cotton or nylon mesh fabrics

E. Exceptions

Police officers assigned to the Special Investigations Unit or otherwise operating in an undercover capacity are excluded from the above hairstyle and appearance standards when such exclusion is approved by the Chief of Police. Any other exceptions will be at the discretion and approval of the Chief of Police.

F. Collar Brass Diagram

