

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 103
STANDARDS OF CONDUCT

Effective date: 08 /30/19

Revision date: 08/09/19

Rescinds: GO 103.4 (07/31/19)

New Materials Underscored

Accreditation Standards: 26.1.1

G.O. 103.4
GROOMING POLICY

I. PURPOSE

It is the purpose of this directive to establish standards of appearance for all personnel of the Maui Police Department in order to present a desirable appearance and represent the Department with dignity and pride.

II. POLICY

It is the policy of this Department that all of its personnel are expected to wear clothing appropriate to the environment in which they work, and present a clean, neat, and professional appearance while representing the Maui Police Department.

III. DEFINITIONS

CIVILIAN ATTIRE: Clothing that is conservative in nature and gives a professional appearance.

IV. STANDARDS FOR CIVILIAN ATTIRE

A. All employees will be neatly dressed and groomed.

These standards may not apply to restricted areas (e.g., locker rooms, etc.).

B. Plainclothes officers and Public Safety Aides:

Plainclothes officers and public safety aides shall report for duty neatly dressed and with the equipment approved and prescribed by General Order 304.5, Uniform and Equipment.

C. Acceptable civilian attire for females:

1. Jeans, slacks, or capri pants, skirts or dresses (worn no more than 2” above the knee), collared or dress shirts, and sneakers or dress shoes. Garments cannot be faded, frayed or torn.

D. Acceptable civilian attire for males:

Jeans or slacks, collared shirts, and sneakers or dress shoes. Garments cannot be faded, frayed or torn.

E. Hairstyles shall be neat and clean, and present a groomed appearance. Hair color should result in natural hair colors. Employees are prohibited from dyeing all their hair an unnatural color (i.e. green, blue, etc.).

F. Fingernails shall be kept clean and should always be well manicured and neat.

G. Personnel shall report for duty neatly dressed and with the equipment approved and prescribed by departmental directives.

H. Exceptions to the standards set forth in this directive may be granted upon prior approval of the supervisor and apply only to those operational units where such deviation is essential for the performance of certain duties.

I. Facial body piercings (lip, nose, and eyebrow) are prohibited.

V. STANDARDS FOR UNIFORMED OFFICERS

A. General Standards for Uniformed Officers

1. Uniformed officers shall report for duty in laundered and pressed regulation uniform with the proper equipment approved by departmental directives.

2. Uniformed officers, when wearing an undershirt, shall wear a shirt either navy blue or black in color.

3. While on duty, officers shall wear regulation shoes, walking shoes, or similar type footwear that are either low cut, plain toes, or the standard "police shoe" ankle height, capped toe or boots.

a. Shoes shall be entirely black in color, clean, and inspected regularly.

b. Low cut shoes shall have laces.

c. Ankle boots need not be laced, zippered, or strapped.

d. Canvas or other cloth type shoes designed for casual wear, low cut shoes with Velcro straps, and shoes with less than three eyelets for laces are prohibited.

e. Socks shall be worn with shoes. Black socks or white soled socks with black top shall be worn with low cut shoes.

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4. The issued police uniform cap is considered part of the official uniform and shall be readily available while on duty. The prescribed cap shall be worn when directing traffic, for ceremonies, foot patrol, security details, drills, inspections, and all special off-duty assignments. The wearing of the cap is optional in all other situations.
 5. All personnel shall maintain a high level of personal hygiene and appearance.
 6. While in uniform, officers shall not wear or display medallions, necklaces, bracelets, broaches, earrings or any other similar item worn with or part of the uniform. Exceptions are the wearing of wristwatches with a conservative band, modest identification bracelets, a maximum of one conservatively styled ring on each hand, medical alert bracelets or charms, and/or concealed religious or ethnic medals or charms.
 7. Fingernails shall be kept clean and short at all times, e.g., fingernails shall not extend beyond the fingertips. Fingernail polish and false fingernails are prohibited when in uniform except the wearing of clear fingernail polish.
 8. Wigs or hairpieces will not be worn while on duty except for cosmetic reasons to cover natural baldness or any physical disfiguration. If, under these conditions, a wig or hairpiece is worn, it will conform to departmental standards.
 9. Uniformed officers shall report for duty in the uniform designated for the assignment.
 10. No sworn officer shall wear a partial uniform on duty.
- B. The following guidelines shall be followed concerning all sworn male officers, except by expressed permission from the Chief of Police.
1. Hair Styles
 - a. Hair must be clean, neat and combed. Hair shall be neatly trimmed around the ears and the back shall be neatly tapered down to the neckline and not extend below the top of the shirt collar. Uniformed officers shall wear hair styled in such a manner that it will not interfere with the wearing of authorized headgear.
 - b. Sideburns shall be neatly trimmed and rectangular in shape. Sideburns shall not extend below the bottom of the lowest part of the ear.
 2. Facial Hair

Officers shall report for duty clean-shaven. Mustaches may be worn, neat and trim, provided they do not extend below the top edge of the upper lip, and do not

extend past the corners of the mouth. Handlebar mustaches, goatees, and beards are not authorized.

- C. The following guidelines shall be followed concerning all sworn female officers, except by expressed permission from the Chief of Police.

1. Hair Styles

Females will ensure their hair is neatly groomed, that the length and bulk of the hair is not excessive and that the hair does not present a ragged, unkempt, or extreme appearance. Any extensions, weaves, wigs, and hairpieces must have the same general appearance as the individuals' natural hair and must comply with the grooming policies set forth. Hair holding devices must be plain and of a color as close to the officers hair as is possible or clear.

2. Cosmetics

Cosmetics may be worn sparingly by female officers provided they are applied conservatively and in good taste and complement the uniform; females will not wear shades of make-up that distinctly contrast with their complexion, detract from the uniform, or that are extreme.

VI. POLICE UTILITY UNIFORMS AND BATTLE DRESS UNIFORM (BDU)

- A. The utility uniform and BDU are authorized for use in emergency situations, prolonged periods of inclement weather, fatigue duty, training activities and other unusual situations. Appropriate headgear for the utility uniform and BDU is the Department issued baseball cap.
- B. Authorization for the use of the utility uniform and/or BDU shall be determined by the respective element commander, or in his or her absence, the supervisor in charge.

VII. SWORN PERSONNEL WHO ARE REQUIRED TO WEAR THE POLICE UNIFORM

- A. The following sworn personnel shall wear the police uniform and carry the prescribed equipment while on duty:
1. Captains
 - a. Uniformed Patrol Division
 2. Lieutenants
 - a. Uniformed Patrol Division
 - b. Traffic Section

3. Sergeants
 - a. Uniformed Patrol Division
 - b. Traffic Section
 - c. School Resource
 - d. Receiving Desk
4. Police Officer III
 - a. Traffic Section
 - b. Community Policing
 - c. School Resource
5. Police Officer II
 - a. Uniformed Patrol Division
6. Police Officer I
 - a. Uniformed Patrol Division
 - b. Communications Section

VIII. PERSONNEL EXEMPT FROM WEARING POLICE UNIFORM

- A. The following sworn personnel are exempt from wearing the police uniform while on duty:

Assistant Chief – Uniformed Services
Assistant Chief – Investigative Services
Assistant Chief – Support Services
Captain – Technical Services
Captain – Quality Assurance
Captain, Lieutenant, Detectives, Police Officer III – Criminal Investigation Division
Captain, Detectives – Internal Affairs
Lieutenant, Sergeant, Police Officer III – Juvenile Section
Captain, Lieutenant, Sergeants, Police Officer III – Vice Division
Lieutenant, Sergeant, Police Officer III – Criminal Intelligence Unit
Lieutenant, Sergeant, Police Officer III – Special Response Team
Sergeant, Police Officer III – Crime Reduction Unit

Sergeant, Police Officer III – Body-Worn Camera Unit
Sergeant, Police Officer III – CORE Unit

The above personnel may wear civilian attire or other suitable wear in keeping with their assignment.

B. Exceptions

1. Sworn personnel required to attend any public hearing or public meeting on behalf of the Maui Police Department must wear the police uniform during such events.
2. Bureau commanders may authorize the wearing of civilian attire for officers under their command on special assignments.
3. Sworn personnel shall wear the police uniform while attending the monthly commanders meeting.

IX. WHEN UNIFORMS SHALL NOT BE WORN

A. The uniform shall not be worn:

1. While performing any personal undertaking or activity which would detract from the dignity of the officer, or the Department;
2. In contradiction of the general rules of conduct of the Department;
3. When performing plainclothes duty assignments;
4. When attending events where wearing civilian clothes is considered to be more suitable to the occasion; and
5. When an officer is a defendant in court.

B. The Chief of Police shall have the discretion to direct any sworn personnel to wear a uniform or civilian attire when it is considered more suitable for the occasion.

C. Officers who have received a uniform issuance but who are now assigned to a position not required to wear a uniform may be called upon to wear a uniform on special assignments when directed by the Chief of Police, e.g., strike detail.

X. ATTIRE FOR COURT HEARINGS

The following provisions shall apply to all employees regardless of assignment while representing the Maui Police Department in a court of law.

A. Sworn personnel

1. Male

Male employees shall wear the regulation uniform or a coat and tie combination, which is conservative in nature and gives a professional appearance at court hearings.

2. Female

Female employees shall wear the regulation uniform, or clothing that is conservative in nature and gives a professional appearance.

B. Civilian personnel

Civilian personnel shall wear clothing that is conservative in nature and gives a professional appearance.

C. If an employee's presence in court is required without prior notice, casual attire, which is clean and neat, shall be acceptable.

XI. ATTIRE FOR MEETINGS

All employees who are authorized to represent the Department in an official capacity before any official body, board, hearing, meeting, e.g., County Council, Police Commission and Civil Service Commission or as a member of any board or panel shall adhere to the following provisions when such attire is in keeping with the decorum.

A. Sworn personnel

Sworn personnel shall wear their regulation uniform or civilian attire as outlined in this General Order.

B. Civilian personnel

Civilian personnel shall wear attire, which is conservative in nature and gives a professional appearance.

XII. RESPONSIBILITY

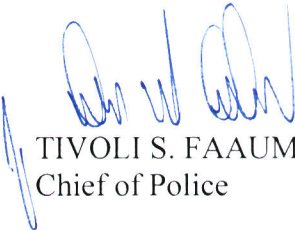
A. Employees are responsible for maintaining personal appearance and good grooming standards. Public impressions are greatly influenced by employees' appearance.

B. The immediate supervisor is responsible for ensuring that employees conform to proper dress and grooming standards. Any improprieties shall be immediately brought to the attention of the employee and corrected.

- C. The final approval for exception to any provision of this directive lies with the Chief of Police.

XIII. EXEMPTIONS

Personnel in the Vice Division and the Crime Reduction Unit are exempt from the grooming standards outlined in this directive when not in uniform.



TIVOLI S. FAAUMU
Chief of Police